

HSE MANAGEMENT SYSTEM**HSE MANUAL**

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PURPOSE

To establish minimum requirements of Health and Safety for all Contractors working on property controlled by Transcont Energy Limited. All contractors will be encouraged to work with the Transcont Global Limited Health, Safety and Environmental Management system. Compliance with the Transcont Global Limited 'Site Minimum Standards' is however mandatory.

OBJECTIVE

To provide minimum guidelines for all Contractors in order to protect the personnel and property of both the Contractor and Transcont Global Limited

RESPONSIBILITY

All Contractors on our operations including Managers, Officers and Foremen must attend a safety induction which will be given by the Transcont Global Limited Safety Manager.

The Contractor will provide a suitable person to advise as to the observance of safety regulations and to promote safe work practises generally. This person will be known as the Safety Manager for the duration of the contract.

It is the contractors responsibility to know what the safety requirements are prior to the beginning of any work at Transcont Global Limited locations and to instruct all persons working under his control of these requirements. Where work permits are required, the designated Safety Manager must secure them before work begins. He will receive training in permit procedures as part of his induction course.

1.0 WORK PERMITS

1.1 Where and When Work Permits are Required

Work Permits are required in all areas designated as "Restricted Areas" for maintenance and construction work involving equipment in service or wherever flammable, toxic or otherwise potentially harmful liquids or vapours are present or may be present. Permits are also required for excavation work inside restricted areas or wherever product or utility lines may be encountered. Special situations requiring work permits are high voltage and electrical distribution work and also work involving ionising radiation.

If in doubt as to whether a Permit To Work is required, ask the Safety Manager or the safety department.

1.2 Procedure for Obtaining Work Permit

The Contractors Safety Manager should contact the Operations Manager. As much warning as possible should be given and certainly not less than 24 hours.

1.3 Permit Preparation and Signatories

Permit preparation will be by either the Safety Manager or the Operations Manager. Before preparation is completed a site visit will normally be required to ensure a full understanding of the scope of work and the prevailing on-site conditions, this visit would normally be attended by the Contractors Safety Manager, Work Supervisor, Safety Manager and Operations Manager, but at least the person preparing the permit and the Contractors Safety Manager must visit the site.

The permit will be signed first by the person who has prepared it, after inspection of the work site. It must be approved and signed by the Operations Manager Safety Officer, and the Area Superintendent from Transcont Global Limited. It must also be signed by the Contractors Safety Manager or Work Supervisor.

Types of Permit: Transcont Global Limited will use on all sites Hot Work and Cold Work Permits, these may require, as an addition, Confined Space Entry, Excavation and Isolation certificates.

A detailed procedure exists for completing work permits and the dependant certificates, the following is only an outline.

1.4 Hot Work Permits

Purpose: The Hot Work Permit system minimises risk of fire and explosion in potentially hazardous areas by assessing risks, defining responsibility and requiring written communications.

Scope: This procedure applies to any work involving an open flame, welding, burning, grinding, use of electrical tools, vehicle entry, or the use of spark producing devices in classified areas including but not limited to pipelines, piping, or oil facilities.

Objectives:

- Ensure that areas where work is to be done is safe for the work to be performed.
- To ensure that proper safety precautions are adequately conveyed to all parties involved in the work procedures.

The Work Officer Responsibilities:

1. Understanding the conditions of the Hot Work Permit and explaining the conditions of the permit to his workers before starting the work.
2. Informing all his workers of the locations of and what to do in case of fire, where the fire extinguishers are, where the first aid kit is and what personal protective equipment is required.
3. Signing the Permit as the receiver.

On site Communications: The Operations Manager, the Safety Manager and the Work Supervisor, when satisfied that the equipment to be worked on is ready and it is safe to proceed, will sign the Hot Work Permit. A copy of the permit will be retained by the Work Supervisor, and another in the control/administrative room.

Duration of Permit and Permit Close Out: The permit will be in effect until job completion but will not extend beyond the stated times. When work is complete the permit must be signed off and returned to the control/administrative room.

1.5 Cold Work Permits

Purpose: The Cold Work Permit system ensures that the person in charge of any equipment will be aware of all work done in his area of responsibility, have the opportunity to ensure that the equipment is properly prepared, and establish communications with the person doing the job.

Scope: A permit is required for all work other than that mentioned in 'where a permit is not required' and where a Hot Work, Excavation to Confined Space Entry Permit are required.

Objectives:

1. Ensure the operations personnel responsible for the area where work is to be done are aware of the scope of work, have determined that the work can be safely carried out under the conditions of the cold work permit. Have inspected the area to ensure that no potential hazard exists to personnel or property.
2. Provide communications with all departments concerned.
3. Document any hazardous conditions and special requirements of the work area.

Responsibilities: The Operations Manager is responsible for all permitting in his area of responsibility, the Safety Manager may prepare permits.

Permit Initiation: Before the start of work the work Supervisor will initiate the permit by contacting the Operations Manager or Safety Manager.

Pre-Work Job Site Inspection: The Safety Manager or Operations Manager and the work Supervisor will survey the job site. When both are satisfied that the equipment to be worked on is ready and that the work can proceed safely, both sign the Cold Work Permit. The work Supervisor retains one copy of the permit and informs workers of any special precautions.

Duration and Extension of Permit: The Permit will be in effect until the completion of the work or until the end of the shift. If the work extends beyond the end of the shift, the oncoming Operator may extend the permit duration. The permit may, in certain cases be extended on a daily basis by the Operations Manager or Safety Manager. When work is completed the permit should be signed off and returned to the control room.

1.6 Confined Space Entry Certificate:

Purpose: To define what a confined space is and to establish guidelines for the safe entry in an atmosphere which meets the definition. Also to establish and maintain a safe work environment for personnel that are required to enter a confined space and to outline the steps to achieve this.

Scope: This procedure applies to any enclosure not designed or intended for normal occupancy by personnel, or which may restrict exit in an emergency. Confined space includes but is not limited to process vessels, tanks, boilers, manholes, compressor cases, sewers, tank trucks, pipelines, pits or other excavations where hazardous gas or oxygen deficient potential exists.

Objective: To ensure that a safe work environment is achieved and maintained by:-

1. Proper identification of hazardous atmospheres.
2. Instituting appropriate controls, safeguards and actions to protect personnel.
3. Co-ordination of all necessary safety permits including hot work, opening and blinding and energy isolation.

Duration of Permit: The permit will be in effect until the work is completed in any working shift. At shift change if work is required to continue another permit should be raised. The permit will be automatically cancelled in the event of an emergency anywhere on site which requires the sounding of alarms. Upon completion of work, the Operations Manager will be informed and the permit signed off and returned to the control/administrative room.

1.7 Excavation Certificate

Purpose: Defines procedures that are to be followed to authorise trenching, burying, pile driving, levelling, digging or breaking of concrete, even if penetration is not below grade, or any other operation with the potential to damage covered or buried cables or pipelines.

Objectives:

- Ensure lines of communication between all interested departments prior to the start of work.
- Institute a formal, consistent and documented procedure.

Definition: An excavation is any ground penetration deeper than thirty centimetres.

Responsibilities and Procedures:

The person requesting the Excavation Permit should do so to the Operations Manager or the Safety Manager at least 24 hours before the work is due to start, whenever possible. He should indicate where he wants to work, how he proposes to do the work, detail of the work i.e. how deep, how wide etc. The Electrical Superintendent and Mechanical Superintendent will then be asked to provide information on buried pipes or cables in the area. Information from them will be detailed on the permit.

The permit will be signed by the Safety Manager and the Operations Manager and will be approved by the Area Superintendent. It can then be signed by the person doing the work after he indicates a full understanding of any special precautions to be taken.

Special Considerations:

- If there is any chance of cables or pipes in the area of the excavation then all digging must be by hand.
- No powered excavation equipment is permitted to operate within 1 metre of any buried pipeline or cables.
- A banksman must be assigned to work with an equipment operator whenever mechanical equipment is used to excavate. The banksman is used to direct the operator.
- Excavations must be barricaded and marked. If left open at night yellow flashing lights may be required.
- A major cause of accidents is due to collapse of the sides of the excavation. All excavations deeper than 1.2 metres where men have to work will have the sides shored, stepped or banked. If welding of pipelines has to be done in an excavation then a suitable 'horse' may be used.

Duration and Extension of Permit: The Permit will be in effect until the completion of the work or until the end of the shift. If the work extends beyond the end of the shift, the oncoming Operator may extend the permit duration. The permit may, in certain cases be extended on a daily basis by the Operations Manager or Safety Manager. When work is completed the permit should be signed off and returned to the control room.

2. HOUSEKEEPING

2.1 The layout of material storage areas, site offices, parking areas, stores etc. shall be planned in advance so as to afford safe access about the site for pedestrians, vehicles and equipment. Permission must be obtained from the Operations and Safety Departments before layout is undertaken.

2.2 Materials must be kept in designated storage areas until they are required for use.

2.3 Working areas, roadways, access ways, stairways, and scaffold platforms shall be kept free of unnecessary obstructions. Small tools, nuts and bolts, fittings, etc. shall be kept in suitable containers. Electric cables and welding hoses shall be placed so they do not cause a hazard.

2.4 Timber with protruding nails shall not be permitted in site anywhere where they will cause a hazard.

2.5 Receptacles for scrap, trash and waste materials shall be provided, used and emptied by the contractor.

2.6 The contractor shall clean up the work site daily at the end of each work day. The clean up shall consist of the removal of all rubbish, loose materials, paint, welding cable, gas cylinders, tools and any other items. This cleanup is intended to provide a continuously safe work site 24 hours a day.

3. WELDING AND CUTTING

3.1 General

- A Hot Work permit must be obtained before commencing welding or cutting operations in a restricted area. All equipment shall be up to satisfactory standard and in good condition.
- Adequate and approved first aid fire fighting equipment shall be provided.
- Sparks shall not be allowed to fall on gas cylinders, flammable materials, or operating equipment.
- Combustible materials or drums which have contained flammable liquids shall not be used to support work to be welded or burned.
- Hoses and cables must not cause tripping hazards or be exposed to damage.
- The prescribed personal protective equipment shall be provided and used.

3.2 Oxygen and Acetylene Equipment

- Cylinders must be transported, stored, and used in the upright position. They must never be rolled on their sides, dropped, or manhandled with the gauges fitted. When not in use, cylinders shall be stored in a specially designed area with their valve caps on. They should also be transported with the valve caps on.
- When lifted by crane, purpose made holders or trolleys will be used. The use of slings on cylinders is prohibited.
- Valves, gauges and regulators shall be kept free of oil and grease.
- A spark lighter or stationery flame should be used to light a torch, never use matches.
- Oxyacetylene torches, hoses and regulators must be removed from any confined space when not in use, to prevent an accumulation of flammable gases.

3.3 Electric Arc Welding

- Ground return clamps shall be attached to the work piece.
- Cable runs shall be as short as possible with joints made with approved connectors.

- Each generator shall be fitted with a fire extinguisher - minimum 6kg ABC.
- Where necessary screens will be used to protect persons nearby from the arc.

4. HAND AND POWER TOOLS

4.1 General

- Hand and power tools shall be adequate and suitable for the work to be done.
- Hand and power tools shall be regularly inspected and properly maintained so that they are safe to use.
- Hand and power tools shall only be used by competent trained workers.
- Power tools with exposed rotating parts shall be switched off, and held until they have stopped revolving before being set down.
- All tools shall be disconnected from the power supply (air or electricity) before changing bits, saw blades or grinding disks.
- The contractors equipment and tools supplied for the performance of the work shall at all time be in a safe operating condition and fit for the use they are being put to. Any equipment or tools not conforming to the above shall, upon Transcont Global Limited's request, be promptly removed from the site by the contractor and be repaired or replaced at no additional cost to Transcont Global Limited and with no delay to work completion targets. Additionally if the contractor is found not to be using proper tools and equipment the Transcont Global Limited can suspend work immediately. The contractor shall not recommence work until the proper tools, equipment or personal protective equipment are in place and have been checked by Transcont Global Limited.

4.2 Electrical Tools

4.2.1 General

Electric tools should be:

- low voltage, 110V – 220V or lower wherever possible

- double insulated or all insulated
- connected by electrically and mechanically sound connectors with proper insulation.

4.2.2 Drills

Materials to be drilled shall be firmly secured so that it cannot spin as the drill bites.

4.2.2 Grinders

Shall be fitted with protective guards. Before fitting a wheel or disk, a check shall be made to ensure that the RPM of the wheel or disk matches that of the grinder. Wheels and disks should be fitted only by competent trained persons.

4.2.3 Power Saws

The spring loaded guards and trigger switches of hand power saws shall be maintained in working order.

4.2.4 Cartridge Powered Tools

The use of cartridge powered tools is forbidden.

4.2.5 Air Powered Tools

The hoses connected to air powered tools will use approved connectors with safety clips. All hoses should be in one piece

5. WORK PLACES AND ACCESS

5.1 General

- Every workplace shall be safe, of adequate dimensions, and have protection against falls of men and materials.
- A safe means of getting to and from every workplace shall be provided.
- Every workplace and means of access shall have adequate light.
- Scaffolding shall be used for work which cannot be done safely from the ground or part of a structure.

- Where no safe workplace exists and the use of scaffolding is impractical, manbaskets, cradles, boatswains chairs, elevated platforms, safety harnesses, or other approved access or protective equipment may be used. Such equipment shall be used only for work of a light nature and short duration, and by personnel who are trained for the work. All equipment should be of the approved type and where applicable have a test certificate.
- Permanent decking, parts of structures, walkways, etc. which personnel use in the course of their work, or for access, shall be fitted with guard rails at all edges from which they could fall more than 1.5 metres. Holes and gaps should be guarded or securely covered. Stairs shall be fitted with handrails.

5.2 Ladders

- Ladders shall be in good condition. Site made ladders and temporarily repaired ladders shall not be permitted.
- Ladders used for electrical work shall be of non-conductive materials.
- Ladders used for access to a workplace shall rise at least 1 metre above the stepping off point.
- Ladders shall be evenly supported at the upper resting place and, where more than ten feet in length, securely fixed.
- Ladders shall be securely and evenly supported on both sides and shall not be footed on loose materials.
- Unless specifically designed for use vertically with hoops secured to a rolling scaffold, a ladder shall be placed 75° to the horizontal.

5.3 Scaffolding

- Standards and frames shall be pitched on steel base plates and, where the footing is soft or uneven, timber sole plates. All standards and frames shall be vertical.
- Ledgers shall be securely fixed to standards with 90° clamps and be horizontal.
- All scaffolding shall be adequately braced. Crossbracing on frame scaffolds shall be securely fixed.

- Working platforms shall be close-planked for the entire width of the scaffold and, where more than 1.5 metres high, be fitted with guardrails and toeboards. 50mm boards shall not span a distance greater than 2.2 metres. Boards which overlap end supports shall be securely fixed to prevent tripping.
- Scaffolding of 8 metres or more in height shall be guyed or securely fixed to a structure at least every 4 metres vertically and 8 metres horizontally.
- The height of rolling and tower scaffolds shall not exceed three times the minimum base width.
- Rolling scaffolds shall be moved only by pushing or pulling the base, And never with men or materials on the platform

6. ELECTRICITY

- All appliances, equipment, and materials used for temporary electrical installations shall be constructed, installed, protected, worked and maintained, so as to prevent danger.
- All work on electrical equipment shall be carried out by, or under the immediate supervision of, a qualified electrical craftsman. Whenever possible equipment shall be de-energised. There are special precautions which must be taken for work on live equipment.
- Power in excess of 240V shall be transmitted by armoured cable, which shall either be buried or strung overhead.
- All hand held electric tools should operate on 110V or 220V with dean connectors. Inspection lamps should be low voltage, preferably 24V. Air powered tools should always be used in preference to electric.
- All electric tools should be tested periodically to ensure the insulation and earthing are still sound.
- All connectors shall be electrically and mechanically sound and properly insulated. Taped joints on extension cords shall not be permitted. Connections shall be made with proper plugs.

7. LIFTING AND RIGGING

7.1 General

- All cranes, a-frames, side booms, and other appliances, and items of equipment used in lifting and rigging shall be in good repair and suitable for the work they are required to do.

- A crane shall not be used unless it has been inspected and approved by a crane inspector and a current certificate is available.
- A crane shall not enter a restricted area, or operate within one and a half boom lengths of a hydrocarbon or gas line, or an overhead power line until a work permit has been issued.
- A crane operator shall be trained in the machine he is operating and be competent in all its functions.

7.2 Safe Working Loads (SWL)

- Every crane shall be fitted with a means of indicating to the operator the maximum SWL which may be lifted at each radius of the boom.
- The load on the crane shall never exceed the SWL specified by the manufacturers of the crane.
- For abnormal lifts involving very large or heavy items where perhaps a tandem lift is required Transcont Global Limited may ask for a crane calculation drawing to be submitted. This drawing should be submitted with copies of the crane manufacturers SWL chart.

7.3 Operation

- A crane shall be operated on a firm level standing.
- With the hoist rope of the crane fully extended there shall be at least two turns of rope on the drum.
- A truck mounted crane shall normally lift only with the use of outriggers. However, where a load has to be travelled, outriggers need not be used provided this has been taken into account in crane selection.
- The crane operator shall act on the signals of one man only. The signaller shall be easily recognised and shall use approved signals.
- Suitable tag lines shall be used to control all lifts.
- Loads shall be lifted vertically and never dragged or swung.
- Before lifting, a load should be 'floated' clear of the ground to ensure the rigging is satisfactory, and that the SWL of the crane at that radius is not exceeded.
- An operator shall not leave the controls of his crane while the load is suspended.

- The lifting block of a crane shall be fitted with an approved safety catch.
- Hook and load riding are strictly forbidden.

7.4 Rigging

- Damaged and worn rings, eye bolts, chains, and wire or fibre ropes and slings shall be disposed of and not left around the site.
- Chains shall not be shortened or repaired by knotting or the use of bolts. Wire ropes shall not be knotted.
- Connections shall always be made with shackles or other positive locking devices. Shackles shall be used only with the correct pins and never with ordinary bolts.
- Packing shall be used to protect slings and wire ropes from damage.
- Cable clamps shall be fitted with the saddle on the live part of the rope. Not less than three clamps shall be used for each connection.
- The specified SWL shall be marked on each item of lifting equipment. This SWL shall not be exceeded.
- When a load is raised on multi-legged slings, the legs shall be evenly disposed about the centre of gravity of the load.
- Where men are lifted in cradles, wire rope slings shall be attached to four points of the cradle by the use of shackles. A shackle shall be used to gather the slings under the lifting hook, which will have a safety catch. Tag lines will be used.
- Cranes used for manlifts shall be equipped with an anti-two block device.
- All ropes, slings, eye bolts, chains, etc. shall be inspected annually by a competent person and the date of the inspection stamped on equipment or a tag attached to the equipment.

8. Mechanical Equipment

- Equipment should be adequate and suitable for the work to be done.
- All equipment should be maintained in a safe and operable condition.

- Equipment is only to be operated by trained authorised personnel.
- All shafting, gear wheels, chain and belt drives, cranks, reciprocating or revolving parts, and other dangerous parts of equipment shall be securely guarded.
- Woodworking machinery shall be fitted with suitable and correctly adjusted guards and riving knives. A push stick will be provided for close work.
- Dozer blades, scraper aprons, and tipper bodies shall always be lowered after use. If raised for maintenance, they shall be blocked.
- Heavy equipment shall have an attendant to assist with manoeuvring and to warn the operator of unseen hazards.
- An engine shall be stopped before refuelling takes place.
- Passengers shall not be carried on any equipment.

9. PLANT OPERATIONS

It is the responsibility of Transcont Global Limited Production/Operations team to supervise the opening and closing of valves, electrical switches, etc. in an operating plant, pipeline, wellhead or other restricted area. Contractors employees shall only assist if under the direction of or with the explicit permission of the Operations Manager.

10. RADIOGRAPHY

An area where a radioactive source is exposed or where x-ray work is taking place shall be enclosed by an approved barrier and shall have approved warning signs in place. A lookout will also be posted by the contractor. Persons not trained in radiation safety shall not enter the enclosed area.

11. PERSONAL PROTECTIVE EQUIPMENT (PPE)

11.1 Site Minimum standard

In all areas designated restricted areas by Transcont Global Limited i.e. plant area, etc basic requirement for PPE is a safety helmet, overalls and safety footwear. The requirement for additional PPE would depend on the nature of the work and shall be assessed accordingly.

11.2 Contractors Responsibilities

The Contractor shall provide its employees with, and where appropriate, enforce the wearing of PPE as required by the work situation. This includes but is not limited to safety hats, safety footwear, eye protection, respiratory protection, body protection and hand protection and must conform to the following:

- All PPE should be provide suitable protection from the risk involved.
- Wearers shall be trained in its use.
- Must be of an approved type.
- Provision must be made for maintenance if required.

12. FIRE PREVENTION

12.1 Layout and Planning

- The layout of temporary buildings shall be planned so as to minimise the risk of fire spreading from one building to another. Approval from Transcont Global Limited Projects should be obtained before erecting temporary buildings on Transcont Global Limited property.
- Spaces below temporary buildings shall be blocked off and not use for storage.
- Access for fire fighting appliances shall be provided and maintained throughout the site.
- Access to fire hydrants must be maintained at all times.
- Combustible and flammable materials shall be stored in isolated locations, away from buildings and operating equipment.
- Where smoking is permitted, non-combustible containers shall be provided for cigarette butts and residues.

12.2 Flammable Liquids

- Flammable liquids shall be stored and transported in approved metal safety cans on which the contents are clearly marked.
- Flammable liquids shall not be stored in buildings unless the building has been specifically designated and is segregated from other buildings.
- Great care must be taken while transferring liquid from one container to another, liquid shall not be spilt and there should be no near ignition sources.
- Fire extinguishers of a type and size approved by the Transcont Global Limited Safety Department shall be available for use wherever flammable liquids are stored, transported or used.

12.3 Fire Extinguishers

- The Contractor shall provide fire extinguishers as prescribed in his contract.
- The fire extinguishers so provided shall be inspected by Transcont Global Limited Safety prior to the contractor starting work on site.
- Recharging, monthly inspection and maintenance of fire extinguishers shall be the responsibility of the contractor.

12.4 Reporting a Fire

All fires, regardless of size or nature, shall be reported at once to the plant control room by the speediest means available.

13. INJURY AND DAMAGE REPORTS AND RECORDS

13.1 Reports

In the event of any of the following the Contractor shall make an immediate oral report, followed by a detailed written report, to the Transcont Global Limited Safety Manager.

- Death caused by injuries received at work.
- Injuries requiring medical attention received at work.

- Damage to contractors equipment which costs more than \$1000 to repair or replace.
- All damage to Transcont Global Limited plant or equipment.
- The failure, collapse, or overturn of a crane.
- All fires.

13.2 Report Content

Written reports on accidents, injury or damage shall detail the circumstances of the incident, corrective action taken, and proposals for preventing a recurrence.

13.3 Reporting Procedure

All accidents, other than first aid, shall be reported to the Transcont Global Limited Safety Manager within 24 hours. Lost Work Injuries (LWI) shall be reported immediately by the fastest means available.

The Contractor will provide monthly accident / injury statistics to the Safety Manager. These should arrive no later than the 2nd day of the month. The report shall also include the total man-hours worked for that month.

13.4 Records

The contractor is expected to maintain records showing the following:

- All injuries received at work.
- Damage to contractors equipment where the cost of repair / replacement costs more than \$1000.
- Damage to Transcont Global Limited plant and equipment.
- All fires.

These records shall be available to Transcont Global Limited for inspection at all reasonable times.

14. EMERGENCY PROCEDURES

14.1 Responsibility

It is the responsibility of every member of contract management and supervision to familiarise himself with the Emergency Procedures which apply to the plants and areas in which he and his men are working. Details of the procedures will be given during the induction course provided by the Safety Manager. It is the responsibility of

contract management and Supervisors to ensure that all workers under their control understand what is required of them during an emergency.

14.2 Action to be Taken

On being instructed that an emergency condition exists, or on hearing the “emergency alarm” every contractor Supervisor shall ensure:

1. All work is stopped at once.
2. All equipment is shut down.
3. All men are evacuated to a predetermined safe assembly point.
4. A roll call is taken and every man is accounted for.
5. No one shall be permitted to re-enter the site until notified it is safe to do so.

14.3 Help in an Emergency

In the event of an emergency situation i.e. serious injury, fire, critical damage, help may be obtained by contacting the control room. This can be done by telephone, radio or directly, the fastest possible means should be used.

When passing a message make sure that you clearly identify yourself and your location and give short but precise details of the problem.

14.4 First Aid

Every contractor will provide first aid facilities for his employees. At a minimum this should include a fully stocked first aid kit under the control of a competent person.

15. SAFETY MEETINGS AND TRAINING

15.1 Training

The contractor shall ensure that all his employees receive timely and appropriate training in order that they may carry out their duties in a safe orderly manner.

15.2 Meetings

The Contractors Safety Manager shall meet at least once a week with the Transcont Global Limited Manager. These meetings should discuss the effectiveness of the safety program, any accidents that have occurred since the last meeting and other safety issues. Other personnel from both parties may also wish to attend.

Appendix

Principal	Transcont Global Limited HSE Minimum Requirements
1	Hold regular group meetings with minuted HSE action. All personnel to receive adequate and timely training appropriate to their work. Measurable HSE objectives to be set for all.
2	Inventory of current work activities for which HSE risk assessment must be maintained. Maintain COSHH objectives.
3	Maintain local operational instructions that ensure proper use of control measures and compliance with the HSE manual. Conduct scheduled work place inspections. Maintain all statutory inspections: • Electrical systems. • Pressure systems. Ensure that site information is in accordance with site standards: • Site safety signs • Labelling of hazardous substances All work outside normal operations shall be covered by a permit to work.
4	Identify and assess potential environmental impact of all activities considering noise and discharges to air, water and ground. Assure that any waste disposed is in accordance with the HSE manual.
5	All changes in operations must be monitored for HSE impact e. g. workplace, people or organisation, plant and equipment, substances.
6	All service suppliers, contractors and their methods to be assessed, selected, trained and supervised and monitored.
7	All HSE incidents to be reported and investigated in accordance with the HSE manual. Incidents include: Near misses, all injuries, property damage, material release.
8	All people working for Transcont Global Limited including staff, contractors and visitors are made aware of procedures to follow in the event of an emergency.
9	Information to be made available to give compliance assurance to line management via simple audit and self-regulation systems.