

EK 42. İŞÇİ SAĞLIĞI, İŞ GÜVENLİĞİ VE ÇEVRE PROSEDÜRÜ (FIELD HSE PROCEDURE) ÖRNEĞİ

Field HSE Procedure

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1. SCOPE

This procedure (herein after referred as "Safety Procedure") is a guidance to avoid loss of life, injury and damage to person and assets and harm to environment, during the construction works. Contractor should have a strong commitment to an effective safety and accident prevention program, together with the moral and legal responsibilities of providing safe working conditions.

The system described herein, to be supported by site management and to be strictly followed by field supervisory staff and workers.

The site personnel including the Client and the Contractor, should have four main mottos:

1. Safety is first,
2. All accidents can be prevented,
3. The safety behavior of all people can be improved and should be improved,
4. Safety is everybody's responsibility.

Client's and Contractor's common goal should be train and educate the employees in accordance with above slogans.

Adherence to this procedure ensures that, their safety behavior will be improved and safety goals will be reached. All personnel on site, shall work in a safety conscious environment, by complying with all safety standards and requirements. By fulfilling above commitments, Contractor will provide and maintain a safe and healthful work environment and protect the employees against foreseeable hazards resulting from project operations.

Loss in production and property resulting from accidental occurrences can be minimized through good management.

This procedure shall apply to all personnel working or taking place in the construction site, including all visitors and vendors. Its intent is to establish a clear and good level of safety for all personnel.

Security control procedure is not part of this procedure.

2. SAFETY ORGANIZATION

Contractor is committed to the execution of the Safety Procedure, requiring accountability at the highest level of management by employing qualified and experienced personnel with clearly defined responsibilities.

All safety personnel shall be subject to Client's approval before commencing work and obtain written permission prior to demobilization.

Safety Team shall be established by the Contractor and they will be directly involved to day-to-day safety control.

Project Manager and Construction Manager :

- Be responsible for safe execution.
- Ensure the safety performance and accountability of the Contractor.
- Review all accidents/incidents reported and follow up to ensure the relevant safety measures are taken to prevent recurrence.
- Demonstrate to all employees that personal commitment to safety is top priority
- Review and respond to all accident investigation reports and statistical safety reports
- Include safety item, as part of each project meeting

Safety Manager :

- Safety Manager shall be well qualified and competent person and shall undertake the lead safety position at the site.
- Administer and monitor the implementation of the Safety Procedure and Safety Standards.
- Promote a high level safety awareness at site.
- Arrange to implement a suitable safety induction courses.
- Make sure to review all job hazard analysis before its execution.
- Organize training programs for management and craft personnel on specific work activities.
- Ensure that a suitable and adequate drills (exercise) are carried out and recorded.
- Periodically conduct safety audits and assessments.
- Administer the first aid program and check the maintenance of facility and supplies.
- Continuously evaluate the work conditions and safe work practices. Where necessary,
- Recommend to project management.
- Coordinate training courses where appropriate, for any newly introduced, unfamiliar or hazardous operations, to ensure that safety awareness remains high at all times.
- Ensure personnel protective equipment (PPE) requirements are always available at site and when required, purchase request is timely done.

Safety Officer (SO) and/or Safety Supervisor (SV) :

- For normal working conditions 1 SO to every 50 field personnel and for hazardous and dangerous works 1 SO to every 30 field personnel will be supplied.
- Administer and monitor the implementation of the Safety Procedure and Safety Standards for all employees, visitors and vendors.
- Promote a high level safety awareness at site.
- Maintain good communication with construction personnel, foremen and workers.
- Implement a suitable safety induction courses.
- Review all job hazard analysis before the work is executed.
- Organize training programs for craft personnel on specific work activities.
- Ensure that a suitable and adequate drills are carried out and recorded.
- Make necessary preparations and drills for emergency cases. Maintain pertinent information on emergency organizations and ensure the relevant communication information is distributed to the responsible parties.
- Administer the first aid program and check facility and supplies.
- Evaluate the work conditions and where necessary, interfere.
- Recommend and arrange training courses if required due to any newly introduced, unfamiliar or hazardous operations, to ensure that safety awareness remains high at all times.
- Ensure PPE requirements are met and purchase requests are followed.

- Prepare and distribute applicable reports.
- Conduct daily toolbox safety talks and assessments.
- Monitor behavior of personnel and provide means of coaching behavior and attitudes positively towards working safely.
- Deal with and resolve the day to day safety issues directly with site personnel.

Site Workforce Personnel:

In addition to above, below personnel supports the related safety officer, when required.

Fire Prevention : Fire Marshal, Fire Watchman (to wear red colored vest).

Evacuation Team (Emergency Response Team) : Area Responsible (Engineer), Assembly Area Leader (Engineer), Exit Monitor (Foreman is assigned to), Searchers.

Rigging Group : Rigging Supervisor, Crane Inspector, Crane and Rigging Responsible, Signal Man.

Confined Space : Confined Space attendant.

Excavation : Watchman, Flagman.

Scaffolding : Scaffold Engineer (when required), Scaffold Inspector.

In addition to above, all supervisors at site, shall:

- Be responsible for the safe execution of all work under their charge.
- Be required to practice safe working standards.
- Ensure workers has the correct PPE for the work to be carried out.
- Be a good safety example to their workers.
- Maintain good housekeeping within their defined work areas.
- Attend the site training programs.
- Carry out tool box meeting (TBM) prior to the start of any work activity and review job hazards, job safety analysis. During the TBM, ensure that the workers have a good understanding of the work to be carried out and safety issues.
- Correct all safety deficiencies as per the daily / weekly area safety assessments.
- Monitor behavior of people and coach them to make them positively behave towards safe work.
- Assist, record and follow up accident investigations.
- If required, receive daily work permits and ensure compliance to the permit requirements.
- Conduct safety duties outlined in the Supervisor's Safety Logbook.

All workers at site, shall:

- Follow safety rules and instructions.
- Use proper PPE.
- Use proper tools for the work.
- Be responsible for ensuring a safe working place.
- Keep themselves and others safe.
- Work under the supervision of supervisor.
- Perform the work safely, according to his training and supervisor instructions.
- Think before act.
- Ask when not sure.
- Watch co-workers and interfere when there is an unsafe act or unsafe situation.

Safety Committee

Safety Committee shall be established by Client's and Contractor's safety representatives.

The purpose is to jointly and effectively manage all safety and health activities and implement safety controls. Safety Committee will have monthly meeting at the end of each month.

Upon the request of the Chairman, extra ordinary Safety Committee meeting can be held.

Organization of Safety Committee will be as below:

Chairman: Client's representative.

Vice Chairman: Contractor's representative.

Administrator: Client Safety Manager

Member: Client's and Contractor's safety officers, supervisors.

Safety Committee shall perform the following functions and roles:

- Check that safety rules and regulations to be applied are well maintained.
- Promote accident prevention.
- Plan and organize site safety policies and safety measures. Modify if necessary.
- Encourage active participation by bonus systems, etc.
- Discuss all safety and health matters raised by members. Take or propose appropriate actions.
- Ensure all decisions or policies made at the meeting are properly transferred to all relevant parties.
- Monitor and review safety experience.
- Investigate the causes and results of any accidents.
- Establish safety Policy of the Project.
- Establish safety target taking nature of work and hazards into consideration.
- Arrange a Monthly Mass Tool Box Meeting to all supervisory staff, foremen and workers.
- At those meetings, the safety requirements of the Project and the daily working environment at the Site shall be fully explained and all personnel reminded about the required safety standards and rules. Also, better to announce the best safe working team and best safe working employee. Bonus or safety success plate may also be given to those winners.

The following information shall be displayed on a Safety Bulletin Board, at a location that is best exposed to the employees. The bulletin board will be weather protected.

- Plot Plan of the Project showing the muster point locations,
- Project basic safety rules,
- Applicable safety instructions,
- Monthly safety slogan and posters.

3. SAFETY ORIENTATION and TRAINING

The following trainings will be conducted.

- Assure that all employee receive initial Safety Induction Training, prior to commencing work, to ensure that they understand the general safety rules and requirements at the site. This training shall be a prerequisite to receiving an ID badge to access to the site.
- Contractor shall ensure that all employee undergo additional Induction Training when major changes are upcoming or experienced.
- All field supervisors shall attend the Supervisor Safety Training course, whereby safety standards and requirements will be dealt in more detail. The training also includes, an explanation of the mandatory Supervisor Logbook and Weekly Area Assessments.
- All Safety Officers/Safety Supervisors will attend a Safety Personnel Orientation course. This course aims to equip the SO with the skills and knowledge to perform their duties. The course is similar to the supervisor training mentioned above but concentrates on the roles, duties and responsibilities of SO. In addition, it also includes field execution by safe work practices as per the project safety manual and procedures.
- Contractor shall ensure that specific craft training will also be held for specific tasks or equipment. They will be certified as a competent person, after they pass the examination. The database will be kept to identify type and date of certification / training. ID Badges will be color coded to indicate the below trainings:
 - Equipment operators specific to the type and or model of equipment operated.
 - Forklift operators training, specific to the model of equipment operated.
 - Lock Out / Tag Out Controller.
 - Workers employed on or around energized electrical equipment / circuits.
 - Confined spaces supervisor, entrance attendee.
 - Scaffold builder, user, inspector.
 - Trenching and excavation watchman.
 - All employees working at elevation must attend for Fall Protection and tie-off policy.
 - Respiratory protection use.
 - First Aider.
 - Fire watchman.
 - Rigger, signalman.
 - Work permit receiver.
 - Other – as required.

4. SAFETY MEETINGS

TBM (Tool Box Meeting):

Contractor shall hold daily TBM with their designated crews, based on work activities and ongoing risk potential. The following applies to daily TBM:

- Meeting will generally be about the safety risks of the work to be done.
- Crew foreman or SO shall conduct the meeting.
- Meeting time is about first fifteen (15) minutes before work commences.
- Meeting shall be documented and signed by all attendees.
- Time to time, management and staff shall attend and observe some daily TBM. Meeting notes and attendance list will be reviewed.

Weekly Safety Meeting:

Will be held between Client and Contractor Safety teams. Meeting agenda shall focus on all aspects of the Project safety. Past incidents or future risks will be evaluated.

Monthly Safety Committee Meeting:

Shall be held as mentioned above but monthly.

Pre-Job Safety Meeting:

Before starting to new activity, Pre-Job Safety Meeting will be held for respective activities, with the attendance of related Superintendent/ Supervisor and SO.

During the meeting, method statements for the specific work will be explained by Superintendent / Supervisor in charge.

Consequently, safety precaution, safety measure, necessary procedure such as work permits, safety roles of involved personnel, etc. will be confirmed.

Monthly Mass Tool Box Meeting.:

Monthly Mass TBM by Client and Contractor management will be held at the beginning of every month, with all site personnel and any guests. In this Mass TBM, awards shall be declared according to the safety incentive program. Forthcoming monthly safety target will also be announced.

Pre-construction Meeting (Kick off Meeting)

Contractor, before starting any activity at the jobsite, shall hold a pre-construction meeting with the Client to explain what he understands from the scope of work, project conditions and safety requirements and his expectations from Client. Appropriate methods, equipment, devices, material and organization charts to ensure a safe work place will be reviewed.

Principally, the following items will be discussed during this meeting:

- The Safety Plan, specific to the scope of work to be performed.
- The names of individuals that will be responsible for performing specific actions shall be announced.
- Site safety, security, first aid, medical services, emergency procedures, accident reporting and investigation requirements will be reviewed.
- Job Hazard Analysis (JHA) prepared for the specific activity will be reviewed.
- Assigned supervisors and field employees shall be informed about this information, before the work commences.

5. SAFE WORK

- Certain specific works require a Work Permit as per the Project's safety rules and regulations. Examples of such specific permits are confined space entry, excavation, radiography work, lifting, etc. Such work must have a valid permit to perform the work. In addition to above, if the work to be done is near the operating plant, Client shall issue a Work Permit and the Contractor shall work accordingly.
- Contractor's management and safety personnel shall monitor the field activities and the performance of field supervisors on a daily basis.
- Contractor supervisors who direct the work activities of employees are responsible for assessing the work processes within their area for unsafe conditions, practices, and risks.

- Contractor safety personnel shall, as a primary responsibility of their field-monitoring role, remain in the field, throughout the work period and assess the compliance level of field activity. If any deficiency is found, the working team shall correct all deficiencies as soon as possible or provide a valid reason as to why deficiency has not been remedied. If the deficiency is not properly handled, the work will be suspended and/or associated personnel will be removed from the site.
- Contractor will implement a disciplinary policy and procedure which shall include the requirements of the Client. If any person violates a safety rule, he will be given a written warning. Persons who are found guilty of any of the following serious safety violations will immediately be dismissed from the site:
 - Driving a vehicle in excess of the posted speed limit on the project.
 - Not complying with the 100% fall protection and 100% tie-off policy.
 - Putting his life or the lives of others at risk (imminent danger).
 - Fighting (both parties will be dismissed).
 - Disregarding barriers (unauthorized access into an area marked as being unsafe).
 - Violating permit conditions or performing work without a permit, where required.
 - Energizing or de-energizing a power source without proper authorization.
 - Smoking in vehicles, offices and any other unauthorized areas.
 - Operating or using an equipment without a valid inspection and color coding.

Safety Committee shall review each case and make a final decision as to whether the person should be sent out of the site, for a certain period or permanently.

In addition to or instead of disciplinary actions, coaching and/or training of the person may be required prior to allowing the person to work on the project again.

6. SAFETY REPORTING and RECORDING

Weekly and monthly cut-offs for safety statistics are very important and guiding for the safe work. To have a full history of the statistics, the recording and reporting should start from commencement of temporary facility works and continues up to the demobilization from site is done after completion of the works.

Normal cut-off day for Weekly Report is, Sunday and the cut-off day for Monthly Report is the last Sunday of the Month.

Distribution of reports shall be made either electronically or as hard copy by means of contractual correspondence means.

In addition to above, Contractor will submit an Incident Investigation Report, if any.

Records of the following safety activities shall be maintained at the project:

- Employee training record and certifications (Data base).
- Tool Box Meetings' notes.
- Weekly safety assessments.
- Employee medical records.
- Mobile equipment inspections.
- Monthly Inspection Records for equipment, PPE, rigging, ladders, and firefighting equipment.
- Material Safety Data Sheet files.
- Disciplinary actions.
- First Aid logs.
- Injury Logs.
- All safety meeting notes.
- Near Miss Incident Logs

Contractor shall notify the Client of all incidents involving injuries or damage to property or harm to environment. Personnel injuries may include medical treatment, first aid or fatalities. Other safety related incidents maybe major equipment damage, chemical spillage or near misses.

Upon receiving of information of any such events, as soon as possible but within 3 hours of the incident, the Client or Client's safety manager will initially be informed by telephone or verbally.

Then, the investigation commences and by use of the Notification Form, more detailed information will be sent to Client. Contractor shall report to the Client a short written notification within 8 hours of the incident with the basic detail and a complete investigation report no later than 5 days after the incident.

All investigations shall involve at a minimum, the employee's direct supervisor and Construction Manager. Client may involve personnel in the investigation at any level and of his selection.

Employees are responsible for reporting injuries or occupational related illnesses to their immediate supervisors as soon as possible after becoming aware of such conditions.

In order to close out such investigations of near misses, Contractor is required to obtain the Client's approval that the investigation has highlighted the root cause of the incident, corrective measures and disciplinary actions (if any) have been taken and training of personnel has been arranged, if deemed necessary.

The committee shall meet immediately after any classified incident and begin the initial investigation to determine the 'root cause". The committee shall bring forward all witnesses and personnel as required in order to reach a final factual determination.

The Final Incident report with overall conclusions and recommendations for prevention shall be signed and approved by Client and Contractor mutually.

Employees are encouraged to immediately report all hazards they discover at in the Project, during work activities. This process is strongly encouraged and will be highlighted during the safety meetings. To help to this process, Contractor shall have several suggestion boxes located within the Site, for personnel to provide suggestions for improving overall safety compliance. The CM shall pick-up daily suggestions and direct them to the related department or responsible person for review and action. On a weekly basis, SM shall pick the best safety suggestions that "stands out" and award the suggesting personnel during the Monthly safety Committee meeting. Award might be just a certificate or monetary incentive or present. This type of positive behavior encourages people to consider the safety issues more seriously and help to improve safety at site.

Each field supervisor shall use the Supervisor Safety Logbook to record his weekly safety duties performed. The logbook is designed to guide the field supervisor through his safety duties and responsibilities and to record the safety issues with which he needs the help of management.