HSE MANAGEMENT

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ITAL SERVICES EGYPT

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References:

- **ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use**
- **ISO 14001: 2015 Environmental management systems — Requirements with guidance for use**

Contents

1. Purpose

The purpose of this document is to describe how Ital Services Egypt manage health, safety and environment to achieve the objective of prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities, protect the environment and prevent any pollution of soil, air, and water.

HSE management describes Ital Services Egypt approach to prevent harm to People, impact to environment and damage to infra structure and to insure achieving the highest HSE Performance and the compliance with the requirements of the occupational health and safety management systems as per the international standard ISO45001: 2018.

2. Scope

This document applies on all activities, services and processes under the scope of the integrated management system of Ital Services Egypt.

3. Responsibilities

3.1. Top management:

- taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces;
- protecting workers from reprisals when reporting incidents, hazards, risks and opportunities;
- ensuring the organization establishes and implements a process(es) for consultation and participation of workers;
- Provide adequate facilities for the welfare of workers at any workplace;
- Provide such information, instruction, training or supervision to employees as is necessary to enable those persons to perform their work in a way that is safe and without risks to health;
- Ensure that any safety equipment (personal protective equipment for example) necessary to perform specific activities is provided;
- supporting the establishment and functioning of health and safety committees;
- Comply with legal requirements and other requirements.

3.2. QHSE Manager

- play core role in Planning, Establishing, implementing and maintain Company's QHSE Management System;
- preparing the required QHSE Plans;
- tracks company OH&S and Environmental processes KPIs to monitor and measure the progress of the HSE performance and failures and weaknesses of OH&S and Environmental management system and report and report the finding to the top management;
- organize, coordinate and develop risk assessment, related preventive or corrective measures, in cooperation with competent personnel and departments. Review and update regularly the company Job Safety Analysis and Risk Register;
- organize, coordinate and develop environmental aspects and impacts register in cooperation with each department manager, identify significant aspects and impact and identify the required actions to address risks and opportunities;

- perform incident/accident investigation including identifying and verifying immediate and root causes and approving the implementation of preventative actions;
- ensures emergency response systems, policies and procedures are in place to manage emergency situations;
- monitors Company's compliance with applicable laws and regulations;
- works closely with Engineering and Facilities depts. on special projects involving plant construction, equipment design, and Participate in HAZOP and HAZID processes;
- follow the different observation programs and analyze the result in order to control the highest records of a certain hazard observation and put the required controls needed to minimize this high record in order to eliminate the hazard;
- follow and register the Equipment Certification process (Lifting, Pneumatic Pressure Tests, Calibration processes, Radiography Tests, NDT, CSC Criteria Inspections) in accordance with the different international standards;
- maintains proper documentation to conform to record-keeping requirements according the company QHSE standards.

3.3. Operations' Manager

- ensure that HSE requirements are managed effectively in their area of responsibility and ensure compliance with HSE policy and procedures;
- participate with the QHSE Manager in organizing, coordinating and developing risk assessment environmental aspects and impacts related to the department activities;
- provide support through operation personnel as required for emergency response arrangements;
- ensure that all required precautions at working sites are taken to maintain a safe working environment;
- ensure that operations supervisors took all practicable measures at work sites to ensure workers are provided by safe work environment and that policies and procedures are complied with and workers are appropriately supervised and trained;
- ensure that the work activities are performed in accordance with HSE Requirements;

3.4. Human Resources Manager

- ensure that HSE requirements are managed effectively in their area of responsibility and ensure compliance with HSE policy and procedures;
- participate with the QHSE Manager in organizing, coordinating and developing risk assessment, environmental aspects and impacts related to the department activities.
- facilitate the required HSE training request by QHSE Manager;
- monitor the pre-hiring and periodical medical checkup in coordination with QHSE Manager;

3.5. Purchasing Manager

- ensure that HSE requirements are managed effectively in their area of responsibility and ensure compliance with HSE policy and procedures;
- participate with the QHSE Manager in organizing, coordinating and developing risk assessment environmental aspects and impacts related to the department activities.;

- ensure that all HSE requirements placed in the material/service request are considered in the offer collections, POs and the material/service supplied.

3.6. All employees

- comply with and implement all HSE instructions set by company top management;
- take care for their own health and safety, and that of other people;
- work in a safe manner by following their executive directions and learning how to use all infrastructure facilities properly, including obeying all safety signs, following safe working instructions and wearing any personal protective equipment required;
- immediately report any unsafe conditions, unsafe acts, potential hazards, near messes incidents and accident.

4. HSE Management Procedures

4.1. Operational Occupational Health and Safety Hazard Identification and assessment of risks

4.1.1. General

Operational hazard identification and risk assessment is a step-by-step process for controlling health and safety risks caused by hazards in the workplace. The team performing such process shall be competent (have sufficient training, knowledge, experience and other abilities) Risk assessment team shall include but not limited to the following members:

- Employees familiar with the activities to be assessed.
- QHSE Specialists.
- Technical specialists.

4.1.2. Hazard identification:

The purpose of hazard identification is to find, recognize and describe operational hazards at work places that may cause any kind of harm, the following shall be considered:

- how people work and how equipment are used.
- what chemicals and substances are used.
- what safe or unsafe work practices exist.
- the general state of worksite.
- accident and ill health records
- non-routine operations, such as maintenance and cleaning.
- Health hazards.
- Consultation of workers.
- Hazard shall be identified whether or not their sources are under company control.

The consequence if the hazard cause harm shall be identified, for example injuries to people and damage to equipment.

4.1.3. Risks assessment:

After identifying the hazards and the consequences, next step is to decide if the level of risk generated by the identified hazard acceptable or does it need to be reduced.

Risk is a combination of likelihood that a hazard will cause harm and the foreseeable severity of injury shall harm occurs.
Risk will be evaluated by breaking it down into its two component parts and define each separately:
Risk = Likelihood x Severity.

Risk Matrix 5 x 5

	Probability				
	1	2	3	4	5
Severity	Improbable	Remote	Occasional	Probable	Frequent
	Never heard in industry	Heard in industry but not in ITF-EGY	Has occurred in ITF-EGY	Happens several times per year in ITF-EGY	Happens several times per year at same location
5. Fatal	5	10	15	20	25
4. Serious	4	8	12	16	20
3. Significant	3	6	9	12	15
2. Moderate	2	4	6	8	10
1. Minor	1	2	3	4	5

By simply assigning a score to each component it is possible to calculate a risk rating for a particular hazard as follow:
Likelihood here is based on the previous history of occurrence of this type of risk and previous accidents caused by it and severity is categorized based on the level of the harm occurred.

The matrix above demonstrates how risk levels can be categorized using numbers and color coding. Green identifies low risk and red identifies high risk and medium risk is shown in yellow.
The risk assessment shall also take into account all the existing control and precautions.

4.1.4. Control the risks

For each risk there are existing controls, the level of control is based on the general Hierarchy of control as follow:

- Elimination: Remove the hazard or avoid the whole activity.
- Reduce: Decrease the risk by decreasing the amount of the hazardous substance, its concentration or substitute the substance with less hazardous one.
- Isolate: Putting barriers between the workers and the hazard.

- **Engineering controls:** technical modifications of a machine, preventive maintenance, safety devices.
- **Administrative controls:** training, PTW, reducing number of workers exposed to the hazard, provide adequate frequent breaks, and reduce the duration and frequency of exposure, safety signs. Safe Working instructions and procedures.
- **PPE:** Personal Protective Equipment: the last line of defense.

Controls need to be 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

4.1.5. Residual risk rating:

After reassessment of the risks considering the existing control, the final risk rating is called residual risk rating the following table show what actions shall be taken:

Residual Risk Rating	
Range	Rating
1 to 4	Risks that fall into this category are manageable and may require monitoring but not immediate action
6 to 12	These risks require attention and possibly specific mitigation strategies. They may not require immediate action, but plans should be in place to address them
15 to 25	Risks in this category require immediate action. They represent a significant threat to the organization and must be addressed as a priority to mitigate potential impacts

4.1.6. Record the findings:

Everything shall be recorded and documented, such as:

- The personal details and signatures of the assessors.
- Date, time and location of the assessment.
- Description of the assessed activity and types of hazards.
- Level of the risk and control measures that shall be taken.

4.1.7. Reviewing and updating the risk assessment:

A number of reasons can trigger a review of a risk assessment as follow:

- Significant change to something that the risk assessment relates to, e.g., process, substances, equipment, work place environment, personal and legal requirements and other requirements.
- There is reason to suspect that the risk assessment is not valid, e.g., accident, near miss and ill-health.
- It is also good practice to review risk assessment on regular basis, annual review could be good practice.

Reference From Risk assessment no. ITAL-F-08

4.2. Identification and evaluation of environmental aspects and associated environmental impacts

4.2.1. General

Ital Services Egypt determines its environmental aspects and associated environmental impacts, and determines those that are significant and, therefore, need to be addressed by its environmental management system.

When determining environmental aspects, Ital Services Egypt considers a life cycle perspective. The life cycle stages that are applicable will vary depending on the activity and service.

When determining its environmental aspects, Ital Services Egypt shall consider:

a) emissions to air;
b) releases to water;
c) releases to land;
d) use of raw materials and natural resources;
e) use of energy;
f) energy emitted (e.g. heat, radiation, vibration (noise), light);
g) generation of waste and/or by-products;

When Ital Services Egypt determines the environmental aspects within the scope of its environmental management system, it takes into account the inputs and outputs (both intended and unintended) that are associated with its current and relevant past activities and services; planned or new developments; and new or modified activities and services considering normal and abnormal operating conditions shut-down and start-up conditions, as well as the reasonably foreseeable emergency situations.

4.2.2. Identification of environmental aspects

An activity is a part of the core business (service provision steps). Service means an auxiliary service that supports core activities (e.g., maintenance). Environmental aspects will be identified for each activity/service in the company defined scope then identify the environmental impact (Impact is: changes to the environment, either adverse or beneficial, that result wholly or partially from environmental aspects. If required. a cross-functional team will be involved to identify the company environmental aspects together with QHSE manager

4.2.3. Evaluation of significant environmental aspects / impact

The purpose of the evaluation of environmental aspects / environmental impact is focusing on what matters the most. Significant environmental aspects are the main focus of Ital Services Egypt environmental management system.
Ital Services Egypt set the following criteria for determining its significant environmental aspects based on frequency, severity and legal requirement.

Frequency (F)	Severity (S)	Legal requirement (L)
Daily = 3	High = 3	Yes = 3
Monthly = 2	Medium = 2	No = 0
Annually = 1	Low = 1	

The score for each aspect will be the sum of F, S & L, if the result is higher than 6 the aspect and its impact considered significant and there shall be actions to address this aspect/impact.

Reference Form Environmental Aspect and Impact Register no. ITAL-F-09

4.3. Consultation and participation of workers

4.3.1. General

Consultation with, and participation of, workers is a key factor of success for an OHSMS. Ital Services Egypt made it clear that health and safety in the workplace is the responsibility of all employees. This provides an opportunity for workers to contribute to decision-making processes that affect their health and safety at work. Workers at all levels encouraged to report hazards and risks and define preventive measures to be put in place.

Ital Services Egypt assign QHSE Specialist for each worksite/contract who consult and assist workers in health and safety matters. QHSE Specialists are deemed to represent workers in particular work groups and, as such, will undertake regular, meaningful consultation with the workers in their workgroup. Their duties include responding to OHS issues raised with them by a worker or group of workers. QHSE Specialists are then empowered to raise OHS issues formally at meetings with company executives and may in certain circumstances contact the relevant government authority for assistance and information.

Ital Services Egypt emphasizes the consultation of workers on the following:

1) determining the needs and expectations of interested parties;
2) establishing the OH&S policy;
3) assigning organizational roles, responsibilities and authorities, as applicable;
4) determining how to fulfil legal requirements and other requirements;
5) establishing OH&S objectives and planning to achieve them;
6) determining applicable controls for outsourcing, procurement and contractors;
7) determining what needs to be monitored, measured and evaluated;
8) planning, establishing, implementing and maintaining an audit programme;
9) ensuring continual improvement;

and emphasizes the participation of workers in the following:

1) determining the mechanisms for their consultation and participation;
2) identifying hazards and assessing risks and opportunities
3) determining actions to eliminate hazards and reduce OH&S risks;
4) determining competence requirements, training needs, training and evaluating training;
5) determining what needs to be communicated and how this will be done;
6) determining control measures and their effective implementation and use;

The participation and consultation done by the following mechanisms:

4.3.2. OHSMS Planning

While planning to establish, implement and maintain an OH&S management system all Ital Services Egypt workers (both managerial and non-managerial) were involved in every step and every decision taken as required and applicable

4.3.3. Tool Box Talks (TBT):

A toolbox talk is an informal workplace safety meeting. These are intended to communicate vital safety information to workers. The talks will help facilitate OSH discussions and will promote a positive safety culture within Ital Services Egypt. TBT topics could include and not limited to the following:

- Safety flashes/alerts for accident/incidents took place to discuss causes, corrective and preventive actions.
- Risk assessments, Job method statements, permit to works, lifting plans ... etc.
- Other topics related to the workplace hazards.

4.3.4. Pre-job Meetings:

Worksite pre-job meetings will be conducted prior to each shift in which the Current worksite activities and existing conditions will be reviewed with workers and procedures related to the shift will be discussed. Attendance by Ital Services Egypt personnel, Ital Services Egypt subcontractors and third-party personnel is mandatory.

4.3.5. Pre-task Meetings:

Pre-task meetings will be conducted before starting a non-routine (extraordinary) or safety critical tasks. Risk Assessment / JSA(s) "Job Safety Analysis" and any applicable procedures, standards and practices will be discussed with all workers involved in the operation (including subcontractor's third-party personnel) to ensure that all personnel understand the work plan.

4.3.6. Pre-commencement Meeting:

Pre-commencement meeting will be conducted before starting a major project phase (Setup phase, start-up phase and disassembling phase). This meeting is very important and critical to the safe performance of the worksite. All relevant Ital Services Egypt and subcontractor personnel shall attend these meetings. Minutes will be made and distributed, as appropriate and attendance report will be signed by all attendees.

4.3.7. Risk assessment workshops and Identification & Evaluation of environmental aspects and impacts workshops:

Company executives participate with the QHSE Manager in organizing, coordinating and developing risk assessment, environmental aspects and impacts related to the department activities.

All workers involved in one worksite must be involved while preparing the risk assessment and identification & evaluation of environmental aspects for it to share their thoughts, experiences, and to ensure the participation and consultation of all.

4.3.8. Observation Program

The Observation Program is designed to train workers to monitor the human behavior (Unsafe or safe acts), to recognize unsafe condition and to stop, explain, correct and report them accordingly. Ital Services Egypt has its own observation program fully explained in annex no. ITAL-A-02.

4.3.9. OSH Documented Information Campaign

To continuously communicate to all workers any new issued OSH documented information (Policy, manual, procedures and safe working instructions) and guarantee workers participation and consultations to this documented information and any other related documents.

4.3.10. Workplace OSH award system

Ital Service Egypt workplace occupational safety and health (OSH) awards aim to eliminate the situations where workers shall feel uncomfortable raising a particular OHS issue with their supervisors or managers and raise awareness of workplace OSH at all working places and encourage, recognize and reward staff making significant contributions to improve Occupational Safety and Health performance.

The awards will be presented to the Award Recipients at the end of each month and on quarterly bases. Workplace OSH award system fully explained in annex no. ITAL-A-03.

4.4. Determination of legal requirements and other requirements

4.4.1. General

There are some mandatory requirements that Ital Service Egypt shall comply with such as:

- legislation (national, regional or international), including statutes and regulations;
- decrees and directives;
- orders issued by regulators;
- permits, licenses or other forms of authorization;
- judgments of courts or administrative tribunals;
- treaties, conventions, protocols;
- collective bargaining agreements.

But compliance obligation can also include requirements from other interested parties related to the OHS, which the Ital Services Egypt chooses to adopt, such as:

- the organization’s requirements;
- contractual conditions;
- employment agreements;
- agreements with interested parties;
- agreements with health authorities;

- non-regulatory standards, consensus standards and guidelines;
- voluntary principles, codes of practice, technical specifications, charters;
- public commitments of the organization or its parent organization.

4.4.2. identifying, complying with, and reviewing the applicable legal and other requirements process

Ital Services Egypt tracking and ensuring that all health, safety and environmental legal requirements that are applicable to Ital Service Egypt operations have been identified and for evaluating their potential impact on the company's operations.

Ital Services Egypt documents applicable health, safety and environmental legal requirements and other requirement that apply to the company's processes on the HSE Legal Requirements and Other Requirements Register.

Ital Services Egypt identified techniques to track, identify, and evaluate applicable HSE Legal Requirements including;

- Website of the Egyptian Government- www.egypt.gov.eg.
- Website of the Egyptian Environmental Affairs Agency (EEAA)- www.eeaa.gov.eg.
- The Egyptian law News Paper (Al-Waqa'i' al-Misriyya).
- Registration on General Organization for Government Printing Offices.
- Health and Safety Executive (HSE) in the UK – www.hse.gov.uk
- Occupational Safety and Health Administration in the US – www.osha.gov
- Website of the international labor organization – www.ilo.org
- Information from trade associations,
- Outside consultants,
- Direct communication with governmental parties,
- Networking with industry peers,
- Industry trade show,
- Industry publications,
- Participation in professional organizations,
- Training courses on health, safety and environmental laws.

Ital Service Egypt also ensures that "other" health, safety and environmental requirements to which the company subscribes are listed on the HSE Legal Requirements and Other Requirements Register, such as customer contracts, professional associations and certifications.

The Senior QHSE Specialist shall keep the HSE Legal Requirements and Other Requirements Register. List up to date by continually monitoring actual and potential changes in legal requirements and other requirements through active participation in the list mentioned above.

The HSE Legal Requirements and Other Requirements Register shall be reviewed for adequacy (both for new regulations and updated regulations) at least once a year. Findings shall be reported during the Management Review meetings.

Legal compliance monitoring and review shall be considered in the internal audit criteria.

Nonconformities related to legal compliance shall be recorded and tracked according to the nonconformity and corrective action procedure and to be considered in the management review meeting.

Reference form HSE Legal Requirements and Other Requirements Register no. ITAL-F-10

4.5. HSE Awareness and Training

4.5.1. General:

to ensure that workers are competent (including the ability to identify hazards) on the basis of appropriate HSE training. Workers shall be made aware of the HSE policy and HSE objectives, their contribution to the effectiveness of the HSE management system, including the benefits of improved HSE performance, incidents and the outcomes of investigations that are relevant to them, hazards, HSE risks and actions determined that are relevant to them, the ability to remove themselves from work situations that they consider present an imminent and serious danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so.

4.5.2. Hiring HSE Induction / Site HSE orientation:

Provided to newly hired workers to help them to settle into the new workplace environment and activities. This basic training will give the newly hired workers an outline of the organization and the services it provides.

It will assist newly hired workers to become familiar with their new workplace environment, colleagues and procedures. It will assist newly hired workers to become familiar with their new workplace environment, colleagues and procedures. The following are some of the induction training topics, the topics are briefly presented in the induction:

- Company organization and services.
- Company HSE Policy.
- Company and employees' responsibilities.
- Company OSH incentive program.
- Personal Protective Equipment.
- House Keeping.
- Slips, trips and falls hazards.
- Hazardous Substances.
- Electrical safety.
- Hand tools.
- Rotating Parts.
- Lifting operations.

- Manual Handling.
- Fall Protection.
- Nitrogen Handling.
- Trapped Pressure.
- Fire safety.
- Hydrogen Sulfide.
- First Aid.
- Noise control.
- Heat stress.
- Emergency Procedures.
- Environmental Awareness

Contractors, third party and visitors: brief orientation about company HSE System, General Safety Rules for the site, existing hazards and risk controls, alarm system, emergency plan including different scenarios and evacuation procedures for each one and muster point locations.

4.5.3. HSE In house Training:

HSE Internal Training: carried out by a member of the organization HSE Dept., the training will be more specific than the induction / orientation and will be assessed by a written exam at the end of the training session. include the following subjects but not limited to them:

- Company HSE MS (Policy, Procedures, Safe working instructions...etc.)
- Basic Fire Fighting.
- Basic H2S.
- Personal Protective Equipment.
- Lifting and Slinging.
- Electrical Hazards.
- Hand Tools.
- Color Safety.
- Safe Driving (for the staff who drive only).
- Chemical handling.
- Respiratory protection.
- Risk assessment.
- Environmental Management.

Tool Box Talks: A toolbox talk is an informal workplace safety meeting. These are intended to communicate vital safety information to employees. The talks will help facilitate health and safety discussions and will promote a positive safety culture within the organization. TBT topics could include and not limited to the following:

- Safety flashes/alerts for accident/incidents took place to discuss and causes, corrective and preventive actions.
- Risk assessments, JMS, PTW, lifting plans.
- Other topics related to the workplace hazards.

Emergency Drills: Drills and exercises are used to rehearse anticipated emergency scenarios. They are designed to provide training, reduce confusion, and verify the adequacy of emergency response plan and equipment. A specific emergency drills plan is issued for each site according to the expected emergency scenarios.

HSE Manual Campaign: to communicate to all workers the new HSE Procedures or Safe working instructions and any other related documents.

4.5.4. HSE External Training:

Advanced training will be provided by an external specialized training center with a practical part. Some courses must be accredited. External training includes the following topics and are not limited to them:

- ISO 45001: 2018 and ISO 14001: 2015 Awareness.
- Advanced Fire Fighting.
- Advanced H2S
- Advanced First Aid.
- Defensive Driving.
- BOSIET (when work offshore is required).
- Authorized Gas Tester.
- OSH Specialist (Basic and Advanced sessions) for HSE Dept. staff.

4.6. Operations control

4.6.1. General

Operational planning and control of the processes established and implemented as necessary to enhance occupational health and safety, by eliminating hazards or, if not practicable, by reducing the OH&S risks to levels as low as reasonably practicable for operational areas and activities.

4.6.2. Methodologies of operational control of the processes

A) **Safe Working Instructions:** encompass procedures, guidelines, and protocols that ensure the safety and well-being of employees and other stakeholders during operational activities.

The following is a list of Safe Working Instructions for operational control

- ITAL-A-03 Observation Program.
- ITAL-A-04 Workplace OSH award system.
- ITAL-A-05 General Safety Rules.
- ITAL-A-06 Confined Space Entry.
- ITAL-A-07 Fire protection and prevention.
- ITAL-A-08 Permit to work.
- ITAL-A-09 Electrical Safety.
- ITAL-A-10 Hydrogen Sulfide Safety.
- ITAL-A-11 Lifting and slinging.
- ITAL-A-12 Hot work safety.
- ITAL-A-13 Pressure & Leak testing.

- ITAL-A-14 Welding & Cutting.
- ITAL-A-15 Working at Height & Fall Protection.
- ITAL-A-16 The control of hazardous energy (lockout-tagout).
- ITAL-A-17 Waste Management.
- ITAL-A-18 PPE Management.
- ITAL-A-19 Chemicals Handling.
- ITAL-A-20 Trip Management.

B) Occupational Health and Safety Risk Assessment: Identify all hazards and assess all related risks for all operations, activities and processes within the company and identify the required control and recovery measures.

C) ensuring the competence of workers, through occupational Health and Safety training program considered in the company's annual training plan.

D) establishing preventive or predictive maintenance and inspection programmes, explained in details in the operations management procedure.

E) specifications for the procurement of goods and services, explained in details in control of externally provided processes and services.

F) application of legal requirements and other requirements, or manufacturers' instructions for equipment, all legal requirements and other requirements control explained in section 4.4.

G) engineering and administrative controls, engineering control considered in the procurement of the equipment and administrative controls are considered in all work sites (ex. Onsite Training, Safety signs, working instructions, supervision…. etc.)

H) adapting work to workers; for example, by:

a. defining, or redefining, how the work is organized;
b. the induction of new workers;
c. defining, or redefining, processes and working environments;
d. using ergonomic approaches when designing new, or modifying, workplaces, equipment, etc.

4.7. Occupational Health and Safety Management of Change

4.7.1. General

The objective of a management of change process is to enhance occupational health and safety at work, by minimizing the introduction of new hazards and OH&S risks into the work environment as changes occur).

Ital Services Egypt established the management of change process for the implementation and control of planned temporary and permanent changes that impact OH&S performance, changes including the following:

- new services and processes, or changes to existing services and processes, including:
  - workplace locations and surroundings;
  - work organization;
  - working conditions;

- equipment;
- work force;

- changes to legal requirements and other requirements;
- changes in knowledge or information about hazards and OH&S risks;
- developments in knowledge and technology.

Ital Services Egypt reviews the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary

Any risks and opportunities resulted from the change will be managed and proper actions to address

The following steps are for the managing of planned temporary and permanent changes:

4.7.2. Change Request

Change requester (can be any one within company operations) identifies the required change, reason of change and affected parties in the related Change Request Form.

4.7.3. Change Review and Plan

If consultation is not required then the requester will submit the change request directly for approval together with all supporting information and documents. If the consultation is required so the requestor asks the QHSE Manager to organize a workshop (meeting) with required change concerned parties to propose the suggestions, review and plan the change implementation.

Workshop reporter will be the QHSE Manager.

Management of change workshop outcomes shall cover but not limited to the following supporting information and documents:

- requested change and reason of change.
- change impact.
- change implementation activities.
- identify and assure the required competences, training, authorities and responsibilities for workers responsible for implementation.
- potential hazards, risks and opportunities associated with the change activities.
- assessment of hazards and risks.
- review of existing control and identify further control measures if required.
- change communication plan.
- change monitoring KPIs.
- potential resistance to change.
- change implementation proposed schedule and completion.

NOTE: *The change request will be proceeded to the approval step only if the assessment of hazards and risks of the requested change based on the existing control indicates low to low medium risk rating.*

4.7.4. Change Approval

Change coordinator (QHSE Manager) will review the Change Request with all supporting information and documents then approve it. If the change is not approved, the process will then have to start back again at change review and plan considering the rejection feedback.

4.7.5. Change Implementation

Communication plan identified in the previous steps will be deployed (can be in form of Bulletins, Memos, emails, or a formal transmittal to external parties).
If training requirements identified in the previous steps, so it will be planned by the change coordinator, the training can be in form of training sessions, Inductions, briefing, toolboxes, or even meetings. However, acceptance of training shall be recorded, i.e., participants are required to sign and accept the new change thereafter.

Change is implemented at this step. Change coordinator ensures that "Change Package" (Management of change Request and all supporting information and documents identified in the change review and plan plus the change review and plan workshop MoM) is already and available, and updated for the implementation.

All Communications plan and training plans are also to be actualized and completed within the stipulated timeframe of the change.

The Change Package is then sent to the concerning parties to carry out the required change. Depending on the scope this may be contracted out to consultants or managed by Company.

The change coordinator is responsible for follow the implementation of the requested change as agreed in the OHS Change Request Form and report the progress and performance regularly.

4.7.6. Change Close out

Once the change activities are completed, and checked:

- If successful, it would be recommended to post-audit that the change is in place. This can be done a few weeks to a few months after the implementation. The goal of the audit, is to access the effectiveness of the change, and if the change had truly taken effect and to document the wins and lessons learned.
- If failed, there is always a need to initiate a Post Implementation Review (PIR) of what went wrong. The Change Coordinator is responsible to initiate this review, to learn from the failed change, and to put actions in place to prevent a re-occurrence of the failure. The Change process will end here.

Once the work is completed, the Change Coordinator ensures that the appropriate documentation is updated and all personnel involved updated by the new changes. Any documentations are impacted by this change must be updated.

In the case of unintended changes Ital Services Egypt review the consequences and take necessary actions following the steps described in procedure no. ITAL-IMV-08 regarding Incident, nonconformity and corrective action to mitigate any adverse effects for example while Covid-19 pandemic a full set of procedures were taken to eliminate any hazard to cause any harm to any of the workers

Resistance to change from workers is a natural barrier in every organization because humans have an inherent resistance to moving out of their comfort zone. The level at which the workers feel involved in the development of the change and understand their responsibilities in the Management of Change process will have a significant impact on the implementation of the change. Top management regularly reinforce the benefits of the change to workers to ensure they maintain focus and motivation for proceeding with the change.

Reference form OHS Change Request no. ITAL-F-11

4.8. HSE Emergency Preparedness and Response

4.8.1. General

Emergency situations are unexpected events that require an immediate response to minimize adverse effects on the health and safety of relevant interested parties including workers, contractors, visitors, and the community and the environment. Emergency situations may originate within the company or may be an environmental condition. Examples of emergency situations can include work-related accidents, earthquakes, floods, fires, explosions, gas leaks, spills, emissions, sabotage. etc.

4.8.2. Purpose of the emergency preparedness and response

To be prepared to:

- Prevent fatalities and injuries.
- Protect the environment and the community.
- Reduce damage to equipment and materials.
- Respond safely and effectively to any emergency case.

Note: *What will be mentioned in this section are basic information about the emergency preparedness and response. A Specific emergency plan will be issued for each worksite.*

4.8.3. Emergency Situations

- Fire and Explosions.
- Release of flammable Gases.
- Toxic Gas Leak.
- Major Oil / Chemical Spill.
- Failure of Equipment.
- Failure of Structure.
- Sabotage.
- Serious Crime on board.
- Injury.

4.8.4. Emergency Classification:

Minor: An incident involving minor injuries to personnel or damage to a facility, but not requiring shut down or evacuation. The treatment or repairs may be needed, but the emergency can be managed or contained at the work-site by onsite personnel and resources. When the incident is over and there is

no 'running' problem or potential for it to develop into something more serious, in these circumstances it would not normally be appropriate or necessary to activate emergency response communication procedures; it is enough to send the incident notification (Report) to the QHSE Depts. (Client and Ital Services Egypt)

- Minor Gas Leak is a small volume escape which can be easily contained and only affect a small area (Concentration is less than 20 % L.E.L)
- Toxic Gas Release (H2S) H2S levels range between 0 to 10 PPM.
- A minor fire is a small localized fire which can be easily and safely extinguished using portable firefighting equipment.
- Minor spill less than one barrel, no need for reporting.

Serious: A work-site incident or emergency involving lost time injuries or serious damage to the facility resulting in a possible shut down and/or evacuation of non-essential personnel and assistance from offsite personnel. A probability that the incident is 'running', may develop into an even more serious problem and the emergency is limited to the boundaries of work site. In these circumstances the Emergency Response Control shall be activated.

- Serios Gas Leak is a moderate volume escape which can be easily contained and only affect a small area (Concentration is more than 20 % L.E.L but less than 40 % L.E.L)
- Toxic Gas Release (H2S) H2S levels range between 10 to 15 PPM.
- A Serious fire is a Moderate fire which need more than portable firefighting equipment to be extinguished.
- Moderate spill more than one barrel and less than 10-barrel, initiate spill report and control by local equipment and activities

Major: An incident of potentially catastrophic proportions involving fatalities, pollution, emergency evacuation of the facility and long-term adverse effects and consequences for the operation involved. The emergency isn't limited to the boundaries of work site. In these circumstances the complete emergency response communications plan shall be activated.

- A major gas leak combustible / toxic is a large volume escape which is difficult to control, affects a large area and which required that an emergency be declared
- If H2S Level is more than 15 P.P.M so emergency procedure shall be implemented.
- Major fire is a fire which cannot be readily controlled by the use of portable fire extinguishers and which requires that an emergency be declared.
- Major spill more than 10-barrel, initiate spill report and it shall be managed by calling in outside resource.

4.8.5. Emergency Basic Rules

Reporting Upon arrival: All personnel, including visitors must report their presence upon arrival to worksite to the security office (If available) and HSE Field Specialist, and must be instructed of the general emergency situations and the procedures to be followed in the event of an emergency. Recorded in the log book (security office) and Muster list (HSE Field Document).

Emergency Rules: All personnel on site must be fully familiar with the emergency procedures and be in a position to proceed to their appointed station (muster point) without confusion and panic in case of an emergency.

All firefighting and emergency equipment must be maintained in good working condition and stored in their correct locations.

All personnel shall be familiar with the locations of firefighting Equipment, emergency equipment, alarm switches.... etc.

Emergency drills will be performed in a scheduled interval.

During the drills the training of the personnel will be verified and improved; capability to execute specific duties and to operate safety devices will be verified and improved.

All the safety equipment involved in any emergency drill will be examined, cleaned and maintained or substituted if necessary; all portable equipment will be relocated in its normal position.

Following any emergency drill a report will Be issued.

Briefing areas (muster meeting or assembly points): Depending on the wind direction and accessibility a certain muster points will be Identified.

Personal On Site (Muster List) List: It is the responsibility of HSE Field Specialist to maintain daily list of persons onsite at all times. The list must be always up to date, easily accessible during emergency cases. A copy will be handed over to security office (if available).

Head Count: Personnel shall line up in an orderly manner at the muster point. PiC (Person in Charge) to count head will use the muster list (must be up to date all the time) to identify any missing persons during the emergency situations.

Emergency Team: Each shift (Day/Night) will have an emergency team; these teams will be in charged in case of emergency. Emergency Team members will have sustained and passed at least the following training courses:

- Firefighting, advanced level.
- Hydrogen Sulfide (H2S) advanced level.
- Advanced first aid.

Number of emergency team members and its composition will be defined taking into consideration the following:

- Types of emergency situations.

- Knowledge, abilities, training, experience and Fitness.

Emergency Team Duties:

Team Leader:

- Assess the situation and the best method of handling it.
- Lead the emergency team in action against all types of emergencies and take charge at the scene of emergency.
- Communicate effectively in all emergency situations.

Team Members

- Act as a coordinated team and is able to understand and respond to the directions of Team Leader.
- Recognize the various types of emergencies.
- Operate all necessary controls in confidence if required.
- Play a part in search and rescue operations and effect entries as required in difficult conditions.
- Carry out first aid resuscitation procedures using appropriate equipment.

A list of Emergency Team Composition will be daily published in control room.

Emergency Alarm: Worksites must be equipped with alarms, so that all personnel on board are aware at all times of the overall status. The alarm provides an immediate warning (audible & visual) of an emergency to all personnel and warns that a hazardous or potentially hazardous situation exists. The amplitude and frequency of the audible warning signal is chosen to be effective under all operating conditions. The alarm is located at strategic position covering all areas. The general alarm can be initiated manually. All persons shall be familiar with the alarms and the responses required to any alarm and change of status. Signs/posters and station bills (emergency procedures) at suitable locations provide information about alarms/status and the actions required by all personnel when alarms are activated.

General All Emergencies will be coordinated by the site supervisor, Operations Coordinator, Senior QHSE Specialist.

It is essential when communicating with Head Office or other authorities for support that the message is clear and brief. The following information is required:

- Name of the Location
- Give a short clear description of the emergency.
- Give the time and date at which the emergency took place.
- The estimated number of casualties and seriousness of their condition.
- The total number of personnel on board.

- Actions already taken.
- Other services involved, and / or being advised.
- Weather conditions including wind speed, visibility and any other pertinent environmental factors.
- State clearly what additional help is required.
- Any other relevant information.

All messages of an emergency nature, concerning in particular matters of safety and security, requiring immediate action to be taken by an individual, must be passed in the English language, or local language (To be fully understandable) in order that the person sending and receiving can understand and relay the message.

The responsibility for indicating the urgency of the message must rest with the site supervisor and cannot be left for decision by another individual receiving the message.

Communication will be established by VHF, location to Head Office communication has to be by any other established links e.g., telephone or mobile phone or satellite phone which is available in worksite without network coverage.
Reference form Emergency Drill Plan no. ITAL-F-12
Reference form Emergency Drill Report no. ITAL-F-13

4.9. HSE Monitoring, measurement, analysis and performance evaluation

4.9.1. General

Ital Services Egypt have a systematic approach to the collection of HSE data from available sources, and to assessing HSE performance. Performance measurement can provide information necessary to improve the HSEMS and determine whether HSEMS policies and risk control measures have been implemented.

Ital Services Egypt monitors and measures the HSE performance through the following monitoring methods
Proactive Monitoring
Reactive Monitoring

For each monitoring methos there are its KPIs to be analyzed, evaluated and communicated monthly through HSE Monthly Report and annually during the management review meeting through HSE Annual Report.

4.9.2. Proactive Monitoring

To monitor and measure the progress of the HSE performance and give an overview of the strategies currently in place to control risk and provide on how the system is working and allows the initiative to

be taken before things go wrong and prevent accident from happening. KPIs of proactive monitoring as follow:

Tool Box Talk: Number of TBT performed.
HSE Induction Sessions: Number of HSE Induction Sessions.
Permit to Work: Number of permits to work.
Risk Assessment: Number of risk assessments.
Job Method statements: Number of JMS issued.
HSE Inspections: Number of HSE Inspections.
Client HSE Audits: Number of Client HSE Audits.
Corrective Action Requests: Number of open and closed corrective actions request.
Emergency Drills: Number of emergency drills performed.
HSE Observations Cards: Number of HSE Observations card issued.
HSE Training: Number of training hours.
HSE Legal Requirements and Other Requirements Compliance: Checking and evaluating compliance process is integrated in the internal audit checklist and will be performed as internal audit plan.

HSE work place inspection

Is a physical observation for the workplace to identify any uncontrolled hazards: unsafe acts or unsafe conditions as well as identification of good practice and level of compliance with the agreed procedures. HSE work place inspection performed regularly by person responsible for HSE at work site and also performed by top management to demonstrate its commitment to HSE. Any observations raised shall be tracked and suitable corrective actions identified.

Reference form HSE work place inspection checklist no. ITAL-F-14

4.9.3. Reactive Monitoring

To monitor and measure the failures and weaknesses of HSEMS and measure historic performance by looking at events that have already occurred and by identifying the consequences and the causes of failures to establish what controls and procedures can and shall be done to prevent a recurrence in the future. KPIs for reactive monitoring as follow:

Working hours: Number of working hours for all workers.
Recordable accidents: no. of major accidents, fatalities, lost time injuries, restricted work case and medical treatment only.
Nonrecordable accidents: number of First aid cases.
HIPO and NM: Number of high potentials near misses and near misses.
Ill-health: Number of a disease or medical condition that is directly attributable to work.
Spill/Emission: Number of recordable spills and emissions.
Fire accident: Number of events which emits heat, smoke and/or flame.
Property damage: Number of property damages.
Vehicle accidents: Number of vehicle accidents.

All the above inputs used to calculate what called accident rate and frequency by the following equations:

- Lost time accident rate = no. of LTA + FTL * 200,000 / working hrs.
- Total recordable accident rate = no. of recordable accidents * 200,000 / working hours.
- Lost time accident frequency = no. of LTA + FTL * 1,000,000 / working hrs.
- Total recordable accident frequency = no. of recordable accidents * 1,000,000 / working hours.
  *Reference used: IADC- Incident Statistics Program Reporting Guidelines.

4.9.4. Evaluation criteria

Ital Services use benchmarking as evaluation criteria by comparing the performance and setting targets in relation to the past performance (internal) or the performance of other similar organizations (external).

4.9.5. Measurements

The following measurements performed regularly with the following intervals:
Working Environment Measurements: monthly survey for Humidity, Temperature, Light and Sound.
Gas Testing: Confined space entry gas monitoring, before entering any confined spaces.
Hydrocarbon and toxic gas detection: Continuous monitoring for gas leak through the day.
Flame, Smoke and Heat detection: continuous monitoring for smoke and heat to detect fires through the day.

Measuring devices and calibration intervals:
Environmental Meter: calibration every six months by third party, calibration certificate issued.
Muti-gas detector: calibration every six months by third party, calibration certificate issued.
Fixed hydrocarbon gas detectors: calibration check every six months internally as per manufacturer instructions recorded in monthly safety inspection report.
Fixed and portable toxic gas detectors: calibration check every month in internally as per manufacturer instructions recorded in monthly safety inspection report.
Flame detectors: calibration check every 45 days as per manufacturer instructions recorded in monthly safety inspection report.
Smoke and heat detectors: calibration check every month in internally as per manufacturer instructions recorded in monthly safety inspection report.

4.9.6. Workers' health monitoring

Worker health monitoring is performed by several ways as follow:
Externally provided medical care: which issue a report at the end of the year for all medical services provided for each worker.
Company Qualified Doctor: periodically evaluates the health status of employees and provide continuous consultation for all workers.
Company work site Doctors: company provides in some remote worksites a full medical service, fully equipped clinic and back-to-back doctors. Monitoring through clinical cases report.

Work sites without company doctors: there are employees who are assigned with first aid duties within the company and are provided with the necessary first aid kits in the event of injury. Monitoring through first aid accident reports.
Client work sites medical facilities: which provide medical services for all work site workers, monitoring through medical reports issued.
Reference form HSE Monthly Report no. ITAL-F-15
Reference form HSE Annual Report no. ITAL-F-16
Reference form Safety Equipment Monthly Inspection no. ITAL-F-17

4.10. Accident investigation, recording and reporting

4.10.1. General

The main purpose of accident investigation is to discover the causes so that corrective and preventive actions can be taken to prevent the reoccurrence of the accident and the main purpose of reporting and recording is to use the data collected for statistical analysis to identify patterns and trends in the workplace and to communicate HSE performance within the organization.

Definitions

Accident: An unplanned and unwanted event that leads to injury, damage or loss. Any deliberate attempt to cause injury or loss is therefore not an accident.
Injury / Fatality Accident: Unplanned and unwanted event lead to death or some sort of injury and classified as follow:
Major Accident: A work-related accident which cause in multiple fatalities or permanent total disabilities.
Fatality (FTL): A work-related injury or illness that results in death.
Lost Time Accident (LTA): A work-related accident (injury or illness) in which a physician or licensed health care professional recommends days away from work due to the accident.

Note: Time away from work on the day of the injury or illness is not considered in determining lost time incidents. Time spent traveling, undergoing evaluation, awaiting medical evaluation results, or otherwise seeking medical treatment shall not be counted as a Lost-Time Incident when considering LTI classification.
If a man is injured on the workplace at the end of his shift, placed under a doctor's care on his days off and released before he returns to work on his next regular schedule, it is a Lost Time Injury and will be reported as such. His regular days off while under a doctor's care will be counted as days lost.

Restricted Work Case (RWC): A Restricted Work Case occurs when an employee cannot perform all of the routine job functions, but does not result in days away from work. A RWC occurs when, as a consequence of a work-related injury or illness:

- The employee is temporarily assigned to another job;
- The employee cannot perform all of his routine job functions for all or part of his work shift;

- The employee works his regularly assigned job but cannot work the full shift / tour;
- Restricted or light duty the day of the injury or illness does not make the accident a recordable restricted work case. If the employee continues under restricted duty the day after the accident, the case becomes a recordable Restricted Work Case.

Shall an employee experience minor Musculo-skeletal discomfort such as muscle pains or strains, a physician or licensed health care professional determines that the employee is fully able to perform all of his routine job functions, and the employer assigns work restriction to that employee or restricts the employee's job functions, for purpose of preventing a more serious condition from developing, the case is not recordable as a restricted work case.

Medical Treatment Only (MTO): Any work-related injury or illness requiring medical care or treatment beyond First Aid (regardless of the provider of such treatment) that does not result in a Restricted Work Case or Lost Time accident. For record keeping purposes Medical Treatment does not include: Visits to a physician or other licensed health care professional solely for observation or consulting;

- Diagnostic procedures such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils).
- Any treatment contained on the list of first-aid treatments.

First-Aid Case (FAC): Any treatment of minor scratches, cuts, burns, splinters and so forth, and any follow-up visits for the purpose of observation. The following are generally considered first aid treatment:

- Using a non-prescription medication at non-prescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for record keeping purposes);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine are considered medical treatment);

- Cleaning, flushing or soaking wounds on the surface of the skin;
- Using wound coverings such as bandages, Band-Aids, gauze pads, etc.; or using butterfly, bandages or Steri-Strips (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment);
- Using temporary immobilization devices while transporting an incident victim (e.g., splints, slings, neck collars, back boards, etc.);

Damage-only accident – Property Damage: unplanned, unwanted event leads to equipment or property damage but not personal injury.

Occupational Accident: An unplanned and unwanted event which results in loss or harm and it happened out of or in the course of work.
Incident/Near miss: An unplanned and unwanted event that had the potential to result in loss or harm but it did not result in any kind of loss at all.
Dangerous Occurrence/HiPo: An unplanned and unwanted event that had a high potential to cause a severe loss but it did not result in any kind of loss what so ever.
Ill-health: a disease or medical condition that is directly attributable to work.
Fire accident: An unplanned and unwanted event which emits heat, smoke and/or flame, which has the potential to cause damage, may require intervention either mechanical or human or has a cost implication.
Spill/emission: An unplanned and unwanted event which causes spillage or emission of any substance that may cause harm and impact to the environment.
Vehicle accident: A traffic collision, also called a motor vehicle collision among other terms, occurs when a vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree, pole or building. Traffic collisions often result in injury, death, and property damage.

4.10.2. Investigation Team:

The investigation team consist of the following members:

- General Manager – Chairperson.
- Country Manger – Chairperson.
- Local Manager – Chairperson.
- Sr. QHSE Specialist.
- Operations Coordinator.
- Sr. HR Specialist.
- Site Supervisor.
- QHSE Field Specialist.
- And if required, any other competent workers in the work activities.

Note: The contribution of the team members in the investigation will depend on the severity of the event.

Team Responsibilities:

- Interview the witnesses and include their statements in the investigation report.
- Complete the final investigation report highlighting the possible immediate and root causes of the accident/incident as well as any breaches for the law or the company policy.
- Report details to the insurance company and arrange for compensations and if needed.
- Follow and monitor the actions taken to fix all root causes and eliminate them by Permanente solution.
- Examine and review the related documents such as risk assessments, training records and safe working procedures and update them if needed.
- Produce safety alert with the learning lessons to be distributed all over the company.

4.10.3. Accident/Incident immediate actions:

Securing the Accident/Incident scene: ensure that the area is safe and immediate actions to eliminate danger even before causalities are approached.
Causalities care: Priority for injured persons first aid treatment and may need medical treatments.
Welfare of injured person's bystanders who may be in shock must be considered.
Collect witnesses' details quickly and consider the following:

- In some cases, it may help to remove witnesses from the scene and ask them to wait in a separate area.
- If they are many witnesses, it may be better to separate them from each other to prevent them from conferring with each other and developing an agreed story.

QHSE Field Specialist together with the site manager shall gather basic information about the event and issue the initial Accident/Incident report and send in the same day to Sr. QHSE Specialist, Project managers, Country Manager, Local Manager, Operations Coordinator, Sr. HR Specialist and client. Information such as but not limited the following shall be reports: Date and time, location, type of accident/incident, name of injured persons – if any, operations while the event, nature of injury – if any, photos, sketches, measurements, videos, written description of factors such as wind speed, temperature, physical evidences, short description, immediate/direct causes and recommendations.

Final Report will be sent after investigation finished.

4.10.4. Accident investigation Steps

The severity of the Accident/Incident will determine which investigation approach will be followed, simple investigation or deep investigation. Also, the composition of the Investigation Team depends on the severity of Accident/Incident.

Gathering information: Type of information required is mentioned above. Interviewing the witnesses as they often provide crucial evidence about what occurred before, during and after the Accident/Incident. Various documents may be examined such as area Layout, company policies, risk assessments, training records, procedures and working instructions, permit to work and maintenance records.

Analyzing Information: The main purpose of this step is to identify both the following types of causes:

- Immediate / Direct Causes: The obvious causes that gave rise to the event itself, unsafe acts and unsafe conditions.
- Basic / Underlying Causes: The failures in management systems or procedures that have led to the accident (Individual factors, job factors and/or organizational factors)

Ital Services Egypt use SCAT (Systemic Cause Analysis Technique) to identify the causes and control measures needed.

Identify suitable control measures (Corrective, preventive actions, remedial actions and recommendations): Once the immediate and underlying causes of the Accident/Incident are identified, appropriate control measures can be identified. It is important that the correct and effective control measures are identified. Control measures must be identified to remedy both immediate and underlying causes.

Action plan to achieve the control measures required to avoid reoccurrence: Appropriate immediate and interim control measures must be given suitable priorities and timescales.

- Immediate control measures: According to the severity of the Accident/Incident, Machinery and equipment may have to be taken out of action, certain work activities suspended and location evacuated. These responses cannot be left until the investigation has been completed. They will have to be implemented immediately to ensure safety while investigation is in progress.
- Interim control measures: To be introduced in the short to medium term to allow work to proceed while longer term solutions are being worked out.

The control measures that will have the greatest impact must be prioritized and timetabled first. There may be actions that have to be taken (Like addresses a management weakness, or achieve legal compliance) that will not be as effective in preventing future Accident/Incident. These actions shall still be taken but in lower priority.

After finalizing the investigation, a safety flash/alert must be produced briefing simply the Accident/Incident description, causes and recommendations and to be communicated to all workers in other interested parties.

4.10.5. Accident/Incident reporting and recording

Reporting Accident/Incident will be through the Accident/Incident company reporting system. Workers are encouraged to report all relevant Accidents/Incidents. All work related and recordable Accidents/Incidents shall be communicated, if required, to occupational safety and health governmental office in semiannual basis except fatal accident which must be communicated within 48 hours. As minimum, record of all work-related Accidents/Incidents that result in injury / fatality will be kept. Accident/Incidents statistics records must be produced periodically.

Reference form Initial Accident/Incident Report no. ITAL-F-18
Reference form Accident/Incident Investigation Report ITAL-F-19
Reference form Safety Flash report no. ITAL-F-20

5. Forms and Annexes

ITAL-A-03 Observation Program.
ITAL-A-04 Workplace OSH award system.
ITAL-A-05 General Safety Rules.

ITAL-A-06 Confined Space Entry.
ITAL-A-07 Fire protection and prevention.
ITAL-A-08 Permit to work.
ITAL-A-09 Electrical Safety.
ITAL-A-10 Hydrogen Sulfide Safety.
ITAL-A-11 Lifting and slinging.
ITAL-A-12 Hot work safety.
ITAL-A-13 Pressure & Leak testing.
ITAL-A-14 Welding & Cutting.
ITAL-A-15 Working at Height & Fall Protection.
ITAL-A-16 The control of hazardous energy (lockout-tagout).
ITAL-A-17 Waste Management.
ITAL-A-18 PPE Management.
ITAL-A-19 Chemicals Handling.
ITAL-A-20 Trip Management.
ITAL- F- 08 Operational OH&S Risk Assessment
ITAL- F- 09 Environmental A&I Register
ITAL- F- 10 Legal & Other Requirements Register
ITAL- F- 11 MOC Request
ITAL- F- 12 Emergency Drill Plan
ITAL- F- 13 Emergency Drill Report
ITAL- F- 14 HSE Workplace Inspection Checklist
ITAL- F- 15 HSE Monthly Report
ITAL- F- 16 HSE Annual Report
ITAL- F- 17 Safety Equipment Monthly Inspection
ITAL- F- 18 Initial Accident-Incident Report
ITAL- F- 19 Incident-Accident Investigation Report
ITAL- F- 20 Safety Flash
ITAL- F- 28 Safety Observation Card
ITAL- F- 29 Safe Person of the Month Records
ITAL- F- 30 Cold Work Permit
ITAL- F- 31 Hot Work Permit
ITAL- F- 32 Confined Space Certificate
ITAL- F- 33 Isolation Certificate
ITAL- F- 34 PPE Request
ITAL- F- 35 PPE Receipt
ITAL- F- 36 Trip Notification Form
ITAL- F- 37 Vehicle Checklist Form