

GYSBI QHSSE PACKAGE

ENVIRONMENTAL MANAGEMENT PLAN

GUYANA SHORE BASE

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LIST OF ACRONYMS AND ABBREVIATIONS

GYSBI	Guyana Shore Base Inc
QHSSE	Quality Health Safety Security and Environment
EPA	Environmental Protection Agency
CH & PA	Central Housing and Planning Authority
GEA	Guyana Energy Agency
GNBS	Guyana National Bureau Standards
EMP	Environmental Management Plan
ERP	Emergency Response Plan
SWMP	Site Waste Management Plan
HAZCOM	Hazard Communication
SDS	Safety Data Sheets

INTRODUCTION

The objective of this document is to define the environmental objectives for the Guyana Shore Base Inc (GYSBI) and describe how key environmental issues will be managed. It will provide the basis for minimisation of harm to the environment during construction and operational phases. Further, it will outline how key environmental risks will be identified and managed. The Quality, Health, Safety, Security, and Environmental (QHSSE) Manager will be responsible for ensuring that this plan is established, implemented, regularly reviewed, and updated, and that the plan remains valid throughout the project duration.

Environmental Management Plan

The Environmental Management Plan (EMP) provides an administrative structure and management processes within which GYSBI will co-ordinate the environmental performance and compliance of their employees, contractors, and subcontractors working on the shorebase to ensure they minimise any impact on the environment.

THIS SHOREBASE-SPECIFIC PLAN IS A CONTRACT DOCUMENT AND DOES NOT RELIEVE CONTRACTORS OF ANY OF THEIR TRADITIONAL OR SPECIFIC LEGAL RESPONSIBILITIES WITH RESPECT TO COMPLIANCE WITH ENVIRONMENTAL REGULATIONS AND STANDARDS.

This plan forms part of the overall Shorebase Management and as such, activities described in it are to be integrated with the requirements of the Quality, Health, Safety, Security and Environmental (QHSSE) Plan and other project documents.

Plan Administration

As principal contractor, GYSBI will co-ordinate the project environmental management plan and shall have such authority as described in both contractual and administrative documents.

Each contractor is responsible and accountable for the environmental practices of their employees. Each contractor is responsible for compliance with all applicable codes, standards, and regulations of the various regulatory agencies, including international and local agencies, as well as the Client and GYSBI site standards.

Environmental Objectives

- Consider environmental planning in all our operations, addressing risk and opportunities related to environmental aspects, to prevent undesired events, managing potential impacts on the organization and maintaining documented information.
- Adopt the “Plan-Do-Check-Act” philosophy to monitor and evaluate our results, ensuring environmental performance is maintained.
- Determine external and internal environmental conditions that may affect or be relevant to our operations, delivering a strategic response to achieve the intended outcome.
- Provide adequate resources, infrastructure, and knowledge to manage the system and ensure that all personnel are made aware of GYSBI's environmental policy and the implication of not fulfilling our compliance obligations.

- Understand the needs and expectations of clients, customers, and our stakeholders, thus defining our environmental compliance obligations.
- Demonstrate leadership and commitment by ensuring KPIs are set, communicated, and progress is continually monitored to ensure intended outputs.
- Provide and implement a documented environmental management system aligned to our products and services in accordance with international standards.
- Plan changes in accordance with the business needs to achieve our environmental objectives.
- Maintain emergency processes to mitigate any potential adverse environmental impacts from our operations.
- Identify opportunities for improvement implementing the required actions to enhance performance and customer satisfaction.

PROJECT DESCRIPTION

Project Details

The Guyana Shorebase Inc was established in August 2017. At present, there is no foreseeable end to the life of the company.

GYSBI is largest shorebase operator and the preferred Onshore support for oil and gas companies in Guyana. The company was formed by four (4) partners namely, Muneshwers Limited, Pacific Rim Constructors, Totaltec Oil Field Services, and LED Offshore Limited. With a Port and Industrial Estate comprising of 130 acres located at plantation A, Houston, Greater Georgetown on the East Bank of the Demerara River, GYSBI is strategically positioned to meet the needs of the Oil and Gas industry.

The company's business encompasses the management of waste materials, chemical storage, warehousing, construction, berthing of supply vessels,

cargo marshalling area, loading, and offloading, supply chain management, expatriate management, and customs services.

Existing Environment

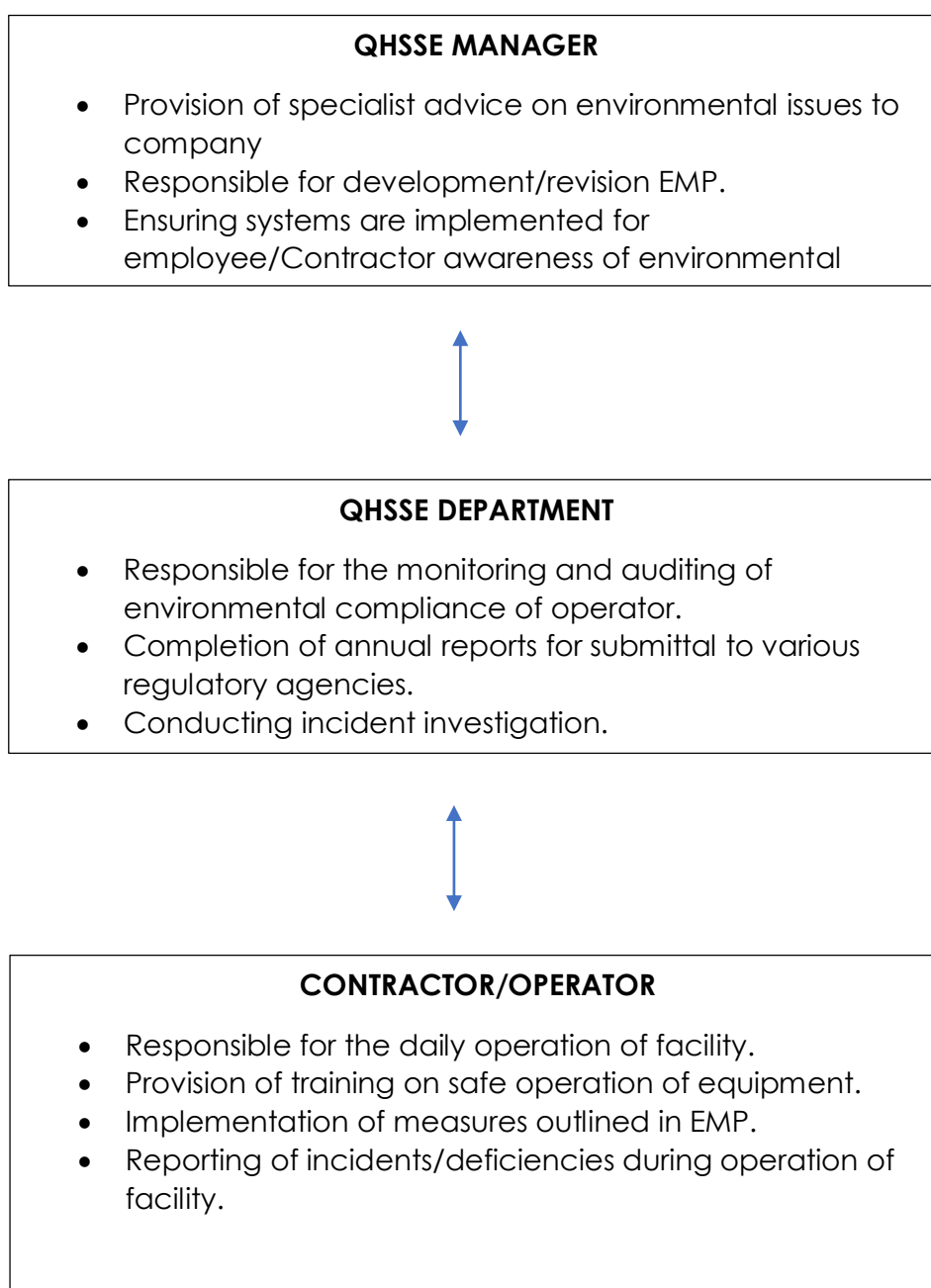
The Guyana shorebase Inc is located on the right bank of the demerara river approximately six kilometres (6 km) from the river mouth. Areas in the immediate proximity of the facility are mainly large industrial and commercial uses. Mixed uses such as residential/commercial, light industrial, and institutional uses such as schools and places of worship along the East Bank Public Road. Notable large- scale infrastructure within the area of influence are the Pritipal Fishery complex on the Southern Boundary and Schlumber/MI Swaco Mud/Cement facility on Northern Boundary. Several heavy industrial sites are also situated in the area, many providing services to the burgeoning oil and gas industry.

MANAGEMENT OF THE WORK

Management Structure and Responsibilities

All staff at GYSBI have environmental accountabilities specific to their roles. Contractors working at GYSBI have accountability for preventing or minimising environmental impacts.

The following are the delegated duties and responsibilities to assist in ensuring the effective implementation of this EMP:



CONTRACTOR ENVIRONMENTAL REQUIREMENTS

Additional Contractor Duties

All contractors have the following duties

1. Inform GYSBI of problems with the environmental management plan
2. Inform GYSBI of environmental adverse events

Information for Contractors

Contractors will be informed about environmental risks by the Tender documents, the Project Environmental Plan, accompanying Design Risk Assessments and information advised during the Pre-Order Meeting including common arrangements for temporary power, plant, waste disposal, and lifting.

Contractors are responsible for maintaining clean areas and environmental responsible practices at all times.

Contractors must budget for all necessary equipment including but not limited to spill kits and waste management equipment.

ENVIRONMENTAL REGULATOR

The Licencing Manager and the QHSSE Manager have assumed responsibility for liaising with the enforcement agencies such as the EPA, CH&PA and the GEA with respect to the issuance of permits. Presently, the Company has an established QHSSE and licencing departments. The current practice entails constant monitoring by QHSSE officers who also carry out inspections and recommend measures to address specific issues that would have been observed or communicated by staff.

LEGAL REQUIREMENTS FOR THE OPERATIONS

The Environmental Protection Act, 1996 (as amended by the Environmental Protection (Amendment) Act, 2005

The Environmental Protection Act, 1996, and the Environmental Protection Amendment Act 2005, establishes the basic institutional and regulatory framework within which all activities that may significantly impact on the natural, social, and cultural environments are assessed. The Act also provides that the EPA is the central coordinating agency for environmental management in the relevant sectors in Guyana. Section 68 of the Act provides for the elaboration of regulations to articulate specific areas of environmental management, and of relevance are the Regulations on hazardous waste management, water quality, air quality, noise management and environmental authorization which were established under the Environmental Protection Act in 2000. These pollution management regulations were developed to regulate and control the activities of developmental projects during construction and operation. Standards establishing the permissible parameters under these regulations are being developed. Relevant legislations that govern environmental protection and enacted in 2000 are the Environmental Protection (Air Quality) Regulations, the Environmental Protection (Authorizations) Regulations, the Environmental Protection (Water Quality) Regulations, the Environmental Protection (Noise Management) Regulations and the Environmental Protection (Hazardous Waste Management) Regulations.

Environmental Protection (Air Quality) Regulations 2000

These Regulations were formulated to protect the air quality and provide the necessary infrastructure for controlling the quantity of contaminants by stipulating specific allowable levels of emissions that are released into the atmosphere at any given time. Parameters are specified for several contaminants including smoke, solid particles, and carbon monoxide. With the implementation of the HS project workplace air quality will be affected during the construction phase as a consequence of the production of dust during excavation and the operation of equipment.

The Environmental Protection (Authorizations) Regulations, 2000

These Regulations are concerned with the guidelines for granting authorization for projects that can have medium to high environmental impacts in Guyana. Guidelines and procedures are specified in its corpus, and a fee structure in its Schedule.

Environmental Protection (Water Quality) Regulations 2000

These Regulations were developed to manage the discharge of waste matter into inland and coastal water bodies. They provide for minimizing the contamination of potential and existing water supply sources.

Environmental Protection (Noise Management) Regulations 2000

These Regulations are concerned with the control and management of noise emission in Guyana. In practice, the EPA (Guyana) combines the Regulation with the GNBS Noise Standard into the atmosphere since the Regulation is silent on measurements and parameters for ambient noise emission. There is also the Interim Guidelines for Noise Emission into the Environment dated 2009. Developed to assist the Environmental Protection Agency in the enforcement of the Environmental Protection (Noise Management) Regulation 2000 and to reduce the level of noise emanating from

commercial, residential, institutional, educational, industrial, construction, transportation, and recreational activities.

Environmental Protection (Hazardous Waste Management) Regulations, 2000

These Regulations cover the management of waste including chemical waste and cover industrial, commercial and any other activity that produces waste. Some of the key activities which are covered under the Regulations are generation, treatment, transport, and disposal of hazardous waste. The Regulations is read and construed as being in addition to, and not in contravention of the Pesticides and Toxic Chemicals Control Act 2000 (No. 13 of 2000). Based on the definition all chemical wastes including persistent organic pollutants (POPs) are covered under these Regulations for the purposes of management. Permits are required for the generation of waste which is/are monitored throughout the production, storage, transport, and release phases.

For the construction of the HS building, waste streams must be controlled include the wastes from the use of wood preserving chemicals and possibly toxic substances if release may present immediate or delayed adverse impacts to the environment by means of bioaccumulation and/or toxic effects upon nearby systems. This regulation becomes relevant for the construction of the HS building since it is possible that hazardous waste/materials such as flammable liquids, ceiling materials, plastic and corrosives will be used. It is recommended that an emergency preparedness plan be put in place in cases of incidents.

Litter Enforcement Regulations 2014

The Litter Regulations addresses the littering of public spaces and outlines several offences and penalties and provides for Litter Wardens with authority to enforce these Regulations and with special powers of court on convicting offenders. Under „offences“, “A person who, without reasonable excuse, deposits litter in or on any public place... is guilty of an offence”. Also, respondents who deposit litter from a moving vehicle unto a public place will

be considered an offender. Enforcement activities for these Litter Regulations commenced April 2014 with the establishment of a Litter Enforcement Unit at the EPA.

COMPETENCY & TRAINING

GYSBI is committed to providing employees with the necessary training to perform their work safely and effectively.

Training is necessary for all employees, especially for those learning a new trade. It is also essential to keep load handlers, banksman, and skilled operators up to date with current environmental practices and technology.

Therefore, in addition to the induction training, the Onsite Professionals (Lifting and QHSSE) shall ascertain any extra training that will be required for employees and shall either perform the training or assign other competent site personnel to conduct training courses.

The following guidelines, as a minimum, shall be adhered to:

- A training matrix as per contract requirements shall identify specific disciplines and training requirements and shall be approved by the activity manager.
- A formal QHSSE Induction Course shall be given to all employees on the company's environmental objectives.
- All employees training shall be organized by company's training coordinator, recorded, and kept in a central point.
- Company shall submit monthly reports of training conducted to as per local regulations.

At the end of each training session, employees will undergo a test to understand the level of competence.

Contractors must ensure that their site management and supervisors are competent and that operatives are suitably trained to undertake their required activities.

Contractors are required to submit CV's for all managers and supervisors including Health, Safety and Environmental personnel to GYSBI. Where competency deficiencies are identified, GYSBI may request the contractor to provide specific training for an individual or group of people.

All site-based personnel must be able to demonstrate they have sufficient knowledge of environmental protection procedures.

GYSBI will reserve the right to have contractors replace non-competent managers or supervisors with competent personnel.

SITE RESTRICTIONS AND ENVIRONMENTAL ISSUES

GYSBI considers the protection of the environment to be of prime importance and endeavours to minimise the impact of its operations and products on the environment. All foreseeable environmental issues and risks will be properly assessed and controlled. Any environmental incidents will be properly investigated with appropriate corrective and preventative actions implemented.

Noise and dust emissions are to be minimised during construction and operation activities to mitigate disturbance or annoyance to the occupants of nearby residences.

The potential for accidental discharge to soil or to groundwater of any harmful substance will be minimised.

All plants and equipment will be checked to ensure there are no leakages of fuels or lubricants and that exhaust emissions are controlled. Any plant/equipment found non-compliant will be competently repaired on site or removed from the project.

Fuel storage containers will be placed in bunds to retain any spillage or leakage.

IDENTIFIED ENVIRONMENTAL HAZARDS

A semi quantitative risk assessment of activities was carried out, prior to commencement of operations and will conform to or exceed company requirements. In a systematic approach, it shall be implemented and reviewed by experience competent personnel, using their operational knowledge and best judgment to identify and rank the risk associated with each activity.

This assessment has determined the impacts and risks which are significant and therefore require mitigation and control to minimise the impacts and risks.

Other hazards identified either during the project or arising from variations to the intended works, unforeseen matters, or perceived need for a change in approach will be reviewed before the operation is continued.

SITE WASTE MANAGEMENT PLAN (SWMP)

All employees and sub- contractors on the site are to be made aware of requirements of the Site Waste Management Plan (SWMP) during site induction and are to fully comply with all waste management requirements.

GYSBI will be responsible for the collection, sorting and transportation of all wastes generated by their activities to the designated disposal facilities as indicated by SWMP.

Logs and manifests of the quantity, type of wastes and the planned disposal of all waste generated by its activities will be accurately maintained. Waste reduction opportunities will be identify throughout its activities and where practicable reused, recycled or sold with strict adherence to local and international regulations.

Guyana Shore Base Inc. shall separate wastes at-source; Open burning of waste will not be permitted.

Hazardous wastes shall be stored in appropriate containers and all staff involved in the management of hazardous wastes shall receive appropriate training in waste handling and emergency response. Loading and unloading of hazardous wastes will be supervised by certified personnel.

GYSBI will maintain proper housekeeping of its work site and storage areas and promote workforce awareness of waste management matters.

MANAGEMENT OF SIGNIFICANT ENVIRONMENTAL RISKS

Waste

Hazardous Wastes

Hazardous wastes generated on site will be identified, separated, and disposed from other wastes based GYSBI Site Waste Management Plan.

Anyone who might be exposed to hazardous wastes will be made aware of their potential effects and what to do with them.

Waste Removal

Anyone who removes waste from site (including subcontractors removing their own waste) will be required to be the holder of either:

- 1) An Environment Permit, a Waste Management Licence;
- 2) Be registered as a carrier of controlled waste;
- 3) Be from a waste collection authority in Guyana.

Waste transfer notes are to be completed for wastes before the waste leaves the site in accordance with GYSBI SWMP

Waste Storage

All wastes will be stored in secure designated areas which are located away from surface drains. Wastes will be stored on impermeable surfaces that are contained within a bund capable of containing the contents of the storage containers +10%, or a drain to a sealed pit that can contain the contents of the storage containers.

Skips will be covered to prevent the spread of wind-blown wastes and consideration will be given to storing waste undercover

All waste containers will be clearly labelled with their intended contents using standardised waste signage. Any container used to store waste must be suitable for use and the intended waste. Regular checks will be made to ensure that containers are not corroded, worn out or damaged. If containers are reused, any old labelling will be completely removed.

Storage of Hazardous Wastes

Hazardous wastes will be stored in suitably labelled containers away from sensitive receptors and the risk of damage by site traffic.

Hazardous waste will not be mixed with non-hazardous waste or with different types of hazardous waste, and will not be stored longer than is necessary to complete documentation to arrange its disposal

If plant maintenance is carried out on-site, used oil will be stored in a bunded area for collection. Oil and fuel filters will also be stored in a designated bin in a bunded area for separate collection and recycling.

Handling Waste

Employees and contractors will be instructed how to handle and dispose of each type of waste outlined in GYSBI's SWMP.

Transporting Waste

Waste will only be transported in suitable and secure containers and vehicles that prevent waste from being spilled. Suitable containers include tankers, skips, IBCs, and drums. Any loose materials will be covered or netted to prevent them being blown out of the vehicle prior to leaving site.

Hazardous materials will be transported by a licensed carrier only and clearly identified with signs posted to warn of the nature of the material being transported. Transport vehicles will be equipped with firefighting and spill response equipment. Personnel involved in the transportation of these materials will be appropriately trained in the nature and hazard of the materials.

Water

GYSBI will NOT allow foreign materials (wastes, sediment, aggregates, fuel, oil etc.) and untreated discharges or effluents (sewage, grey water, cement wash, etc) resulting from operations to enter watercourses.

GYSBI will apply corrective measures to ensure compliance with applicable discharge standards to the satisfaction of the EPA and GYSBI QHSSE department prior to discharges.

In the event of an untreated discharge being released the EPA will be immediately informed and GYSBI Emergency Response Plan (ERP) will be activated to mitigate impacts on the environment.

No machinery or equipment will not be fuel, service nor wash adjacent to or in a watercourse; and these activities will be conducted in designated facility.

Discharges of water by sub-contractors will only be made when given permission to do so by GYSBI who will apply to the EPA for the appropriate discharge consents

The amount of exposed ground and stockpiles will be minimised, and watercourses will be protected from runoff from exposed ground and stockpiles.

Avoiding Spillages

Liquids, solids, and powders will be stored appropriately, and away from drains and watercourses, in appropriately bunded areas with a minimum capacity of 110% of the total stored volume and be protected from extremes of temperature. Solvents, chemicals, or paints will also be stored in accordance with their HAZCOM/datasheets.

Appropriate spill kits will be available wherever liquids are stored and used (e.g. oil only, chemical, or general use), adequately stocked and restocked after use.

All deliveries will be supervised by a responsible person. All tank levels will be checked before delivery to prevent overfilling and that the correct tank is filled. All valves and trigger guns will be protected from vandalism, unauthorised interference and be turned off and securely locked when not in use.

Leaking or empty oil drums will be removed from the site immediately and disposed of in accordance with GYSBI SWMP.

Any tanks, drums or bowsers will be stored in a secure container or compound, which will be locked when not in use. Before any tank is moved or perforated all contents and residues will be emptied by a competent operator for safe disposal. Pipes which may contain significant quantities of oil or chemicals, will be carefully drained and then capped, or valves closed, to prevent spillage

Refueling

Fuel will be transferred to all mobile equipment in a designated area. This area will be fully Bunded with non-permeable surface and designed to drain to secondary containment areas for treatment in the event of an unplanned release of fuels. Hoses and pipes used for fuel transfer will be equipped with properly functioning and approved check valves, spaced to prevent backflow of fuel in the case of failures.

Stationary Equipment will be refuelled using fuel trucks equipped with all emergency equipment. During loading and unloading of fuel, trucks will be appropriately grounded and bunded to avoid the possibility of static charge.

Emergency equipment will be readily available whenever refuelling takes place and personnel conducting refuelling will undergo training on operating and emergency procedures outlined by GYSBI ERP

Vehicles will never be left unattended during refuelling or delivery valves must not be jammed open. All hoses and valves will be inspected before use regularly for signs of wear.

Air

GYSBI shall control emissions on roadways, lay down areas, material stockpile and sand work areas using approved suppression/control media.

Suppression media used to control emissions will be approved by the EPA adhering to all local regulations.

All plant and equipment used onsite is to be well maintained and subject to regular inspection according to GYSBI Preventative Maintenance Program.

If there is any unforeseen malfunction of plant and equipment that generates abnormal exhaust, fumes, or dust emissions this will be promptly

repaired. GYSBI will install and properly maintain emission control devices in all emission generating equipment.

All vehicles used by contractors must always comply with GYSBI emissions standards. Vehicle engines, plant and equipment will be switched off when they are not in use.

Noise and Vibration

GYSBI will be responsible for ensuring compliance with the applicable regulations and guidelines for noise emissions and shall minimize the nuisance caused by noise through the implementation of internationally recognized industry best practices. The following are the minimum requirements for noise management during shorebase activities.

Audible Warnings

Light signals such as stroboscopes will be used in place of whistles, bells, or other audible warnings to indicate shift changes, lifting manoeuvre's and other site activities. Audible backup warnings will be adjustable and operated such that the warnings do not exceed 85 dB(A) at a distance of 1 m from the device. Where incidents occur, mitigation measures are to be implemented by GYSBI.

Equipment

Noise levels will not exceed 85 dB(A) at a distance of 1 m from the equipment. Where accidents occur, mitigation measures are to be implemented by GYSBI. Consideration will be given to the use of electric equipment in preference to pneumatic or hydraulic equipment and, where possible, percussion tools fitted with noise-abatement devices.

Internal Combustion Engines

GYSBI will fit all internal combustion engines of heavy earthmoving and power Equipment (e.g. generators, cranes, etc.) with mufflers; and shall not operate equipment with defective mufflers.

No equipment with a defective muffler will be permitted to operate on the shorebase site.

The disturbance to site neighbours from noise and vibration will be kept to a minimum at all times.

Any activities and plant that generate large amounts noise and vibration will be located away from sensitive receptors.

Any acoustic enclosures supplied with equipment, will be closed, tight fitting and well-sealed.

Environmental Noise Monitoring

Environmental noise monitoring will be undertaken by competent personnel using calibrated equipment. Noise monitoring is usually undertaken by a specialist contractor who can provide audiometric reports

Light Pollution

Site lighting will be kept to the minimum brightness necessary for adequate security and safety. Lighting will be located and directed so that it does not intrude on nearby properties and does not blind motorists on nearby roads.

Flora and Fauna Protection

GYSBI will inspect areas to complete any necessary flora and fauna rescue and relocation that will be undertaken by Specialized Contractors.

GYSBI will ensure that its employees are aware of the importance of the protection of flora and fauna and trained in procedures associated with encounters with wildlife. Employees shall not approach, injure, hunt, capture, possess, feed, transport, rear or trade wild animals and/or collect birds' eggs while working on the site.

Natural habitats outside of project areas will not be disturbed and only designated roads or paths will be followed with strict adherence to established speed limits.

Marine Environment

GYSBI will ensure the protection of marine environment while conducting operations at its port facility. To effectively mitigate impacts all equipment will be maintained in good working order to prevent leaking or spilling of potentially hazardous or toxic products. This includes but not limited to hydraulic fluid, diesel, gasoline, and other petroleum products.

All store fuels and petroleum products will be safely stored in appropriate containment facilities that provide adequate protection in case of spills.

Water borne equipment will be positioned in a manner that will minimize damage to the marine environment and where possible, alternative methods will be employed. In the event that circumstances will not allow an alternative; GYSBI will minimize the damage and where require restore habitat to its original state at the completion of the project.

The use of exclusion devices such as protective netting or geo textile material suspended in the water column around the operations area to prevent fish access or when required.

Silt curtains will be used to prevent sediment migration from operations area where required and bubble curtains will be used to mitigate shock waves where required.

GYSBI will have emergency spill equipment available whenever working near or on the water according to GYSBI ERP.

Heritage

In the event that human remains or items of cultural, religious or archaeological value are unearthed by construction and operation activities, GYSBI will immediately stop work in the area and notify the relevant authority through its QHSSE Department. Work will not resume in the area until authorization is received from relevant authority.

Operations will be prohibited in areas designated to be protected due the presence of archaeological, religious, or cultural resources. These areas will be signed, information panels posted and where necessary fenced. A 10 m buffer of undisturbed area will be left between any identified archaeological, religious, or cultural heritage places.

GYSBI will provide training for personnel on any likely types of archaeological, religious or culturally important sites that has been identified and procedures to take to ensure that the sites are not disturbed.

Community Protection

GYSBI will not disturb or interfere with the inhabitants of local communities close to or in the area of influence of the shorebase, and will respect their houses, cultures, animals, properties, customs and practices.

GYSBI will control access to the work area to ensure that members of the local community will not be allowed to wander around the worksite. Where community members are found on the work site, they will be requested to leave the area in a polite manner.

GYSBI will ensure that all its workers and sub-contractors conduct themselves according to the company's Code of Conduct.

SUSTAINABILITY AND USE OF RESOURCES

Water

Reduce the amount of water wasted by ensuring that:

- 1) Taps and hoses are not left running unnecessarily.
- 2) Manual spray guns used to where possible.
- 3) Any leaks reported and repaired quickly.
- 4) Rainwater is collected for use onsite.

Energy

Reduce the amount of energy used onsite as follows:

- 1) Turn off vehicle engines and machinery when not in use
- 2) Switch from compressed-air power tools to electric-powered equipment (instantly achieving ten times greater energy efficiency)
- 3) Maintain minimum temperatures wherever possible
- 4) Switch off electrical equipment
- 5) Do not leave computers, lights, copiers, printers, vending machines or water coolers when not in used.
- 6) Avoid leaving equipment on 'stand-by' mode. This wastes energy, which would be saved if the device was switched off.
- 7) Ensure all equipment with 'power-down' devices have them activated.
- 8) Use energy saving light bulbs.

- 9) Switch off lights when they are not needed or fit light and/or movement sensors.

DESCRIPTION OF MONITORING PROGRAMME

Environmental Monitoring provides an indication of the change in an environmental parameter, and is a critical component in environmental management because it can inform an entity whether the mitigation measures implemented are successful in avoiding, reducing or remedying potential negative impacts of the facility. Additionally, environmental monitoring allows for early detection of any potential problems and will therefore empower the manager/s to develop appropriate and timely solutions.

This EMP will capture two of the three categories of monitoring: impact monitoring and compliance monitoring and will be conducted based on the guidelines/parameters outlined in the environmental permit.

The objectives of the Environmental Monitoring Programme are as follows:

- To ensure project components are conducted in compliance with national, and where applicable, international laws and regulations and the conditions of the environmental audits;

- To measure the success of proposed mitigation measures in minimizing and/or reducing potential environmental and socio-economic impacts;
- To facilitate a continual review of operation activities based on performance data and consultation feedback; and
- To implement corrective actions or new adaptive management programmes, as required, if proposed mitigation measures are unable to reduce and/or eliminate potential project related impacts or meet the predetermined level of performance.

DOCUMENT CONTROLS AND RECORD KEEPING

GYSBI has established a systematic approach to capture and manage all records. Records will be stored in accordance with (API Q2:2001 Clause 4.4.2 & 4.5). A document control procedure to manage all controlled documents, including but not limited to policies, procedures, standard work instructions, forms, manuals, plans, and report related to activities carried out.

EMERGENCY RESPONSE PROCEDURE

GYSBI Operations and QHSSE management team members will co-ordinate emergency situations in accordance with GYSBI ERP. All personnel on site are required to comply with all directions and instructions given during an emergency.

All accidents, injuries, diseases, dangerous occurrences, and near misses will be reported to GYSBI QHSSE Department at the earliest opportunity and always on the day of occurrence.

Contractors will submit a preliminary report to GYSBI within **TWENTY FOUR HOURS (24hr)** of an adverse event occurring.

Contractors will investigate all accidents and incidents and submit a formal report to GYSBI QHSSE Department within **Seven (7) days** of the date of occurrence.

All adverse events however minor will be investigated so that incident causal factors and corrective actions can be identified and implemented.

GYSBI will notify the enforcing authority when appropriate. Contractors must report in-line with their in-house / company policy and legislative requirements.

Revision Summary

Revision	Date	Approved by	Summary of change
1	28 th April 2020	Kurt Busuttil	Initial release of document
2	12 th September 2020		Change of Document to New Company Format
3	03 rd October 2020	Iain Martain	
4	07 Jul 2022	Kurt Busuttil	Updated Document Number

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This policy shall be used and updated by the QHSSE Department

1 PURPOSE

To provide a documented procedure for pre-employment and periodic medical examination for all GYSBI employees.

2 PROCEDURE DETAILS

- A role specific health risk assessment (HRA) has been carried out, see Appendix I. The role specific HRA identifies health hazards, risks, control measures and clinical examinations required as part of a pre employment medical and periodic health surveillance.
- Pre-employment and Periodic Medical Examinations will be conducted at the company's medical centre and/or nominated medical clinic.
- The results of the medical examinations shall be kept in the employees' personal file for further reference under responsibility of the HR Department.
- The company Medics will advise the HR Department regarding an employee's specific medical condition that affects his work performance.
- Periodic medical examinations due to risk factors identified in the HRA will be provided at appropriate frequencies based upon the specific exposure. The HR Department will notify employees and their Manager's of the need to report to the clinic for the Periodic Medical Examinations.
- Employees will be required to have medical examinations in accordance with this procedure.
- The company may request that an employee undertake a medical examination at any time, should they feel that the employee is suffering

an illness, condition, or injury which may impair his/her ability to perform the requirements of the job.

- The company Medic shall complete all inhouse medical examinations, and shall schedule all external medical examinations with the company approved medical clinic.
- The company Medic shall complete FORM QH-152 Pre-Employment & Periodic Health Assessment. The completed forms are returned to the HR Department for review prior to the candidate being allowed to report to the specified position.
- No candidate will travel to the site or start work prior to the completion of the Pre-employment Medical Examinations and this person is deemed fit to satisfactorily perform their job.

3 FREQUENCY OF TESTS BASED ON HRA

POSITION	TEST REQUIRED	FREQUENCY
DRIVERS/OPERATORS	VISION, HEARING, MUSCULO-SKELETAL ASSESSMENT, CARDIAC RISK ASSESSMENT	12 months
SLINGER/BANKSMEN/ LOAD HANDLERS/WASHBAY	MUSCULO-SKELETAL ASSESSMENT, RESPIRATORY ASSESSMENT, VISION. HEARING.	12 months
OFFICE STAFF (including Base Managers, Base Coordinators and Supervisors).	VISION, MUSCULO-SKELETAL ASSESSMENT.	24 months

MAINTAINANCE (inclusive of Plumbers, Electricians and General Labors).	MUSCULO-SKELETAL ASSESSMENT, RESPIRATORY ASSESSMENT, VISION, HEARING	12 months
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REFERENCE

[QH-153-GYSBI Risk Assessment](#)

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	21.07.2021		Policy was created
2	07 Jul 2022	Kurt Busuttil	Updated Document Format

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1 INTRODUCTION

The Security Plan (SP) lays out and explains the various risks and planned response to situations occurring in and associated with Guyana Shore Base Inc (GYSBI) operations, including its staff and locations. The overall objectives as outlined in this plan are the protection of:

- GYSBI assets & staff
- GYSBI's clients & their assets
- The image and reputation of the company

The goals to be achieved in providing an effective security response system are as follows:

- An organizational framework that will guarantee a rapid and effective response to any given situation.
- A list of actions that must be taken with clear indications as to their priority.
- The assignment of persons tasked with the various roles and responsibilities.
- A list of the necessary equipment and materials needed to effectively perform port security duties.

2 OVERVIEW

The GYSBI Port/site is located along the western bank of the Demerara River at Plantation 'A', Houston, East Bank Demerara. The area is accessible by two entrance / exit areas. The north entrance serves as entrance / exit for pedestrians and light vehicles. The second entrance / exit is at the southern section of the facility which serves as an entrance / exit for medium to heavy vehicles.

The operation is split into two separate areas. The 'Base' is 28 acres in size at which the port facility operations occur. This comprises warehouses, wash bay and storage base for Exxon Exploration Production Guyana Limited (EEPGL). It has a contracted security force, along with CCTV and other electronic security measures to provide early detection of any security breaches. The facility has an

eight (8 ft) high chained link fence, topped with razor wire, along with electronic locks at key access points.

The 'Annex' is 100 acres in size separated into plots. Each plot is approximately 10 acres and comprises of a wash bay, pipe storage, warehouses, demountable semi-permanent office buildings and amenities and laydown areas. It has a contracted security force, along with CCTV and other electronic security measures to provide early detection of any security breaches. The facility has an eight (8 ft) high chained link fence, topped with razor wire.

The Security situation in Guyana is very fluid, with the crime situation ranging from violent armed robberies, gang violence to petty crime - which occurs daily and often goes unreported. In order to have a clear picture of the current security overview within the country, please refer to the GYSBI – Weekly Security Summary.

Name of Operating Company

Guyana Shore Base Inc.

Full Postal Address

Plantation "A" Houston, Greater Georgetown

General Telephone and Contact Details

Tel: 592-227-2381; 592-227-2380

Email: www.gysbi.com

Name and Contact of Port Facility Security Officer (PFSO)

Zulfikar Niaz Khan

Address: 8L Nigg New Scheme Corentyne Berbice

Mobile: 608-2613

Office: 227-2381

Email: gysbi.securitycoordinator@gysbi.com

Name of Company Director/Chief Executive

Mr. Sean Hill

Address: Plantation Houston, Greater Georgetown

Mobile: 608-2852

Office: 227-2381

Email: sean.hill@gysbi.com

Concept of Operations

The following layers of security will be employed:

- a. Security Management of all GYSBI personnel & assets.
- b. Enhancement and implementation of the security and travel management policies and procedure.
- c. Conduct Security Risk Assessments and review every six (6) months.
- d. Physical & electronic security measures at access control points.

Safety and Security Briefings

Security Briefings are provided by the Security Coordinator to key GYSBI personnel and are regularly updated in response to the changing security risks and environment.

GYSBI Security Coordinator will provide Weekly security briefings to the QHSSE Manager. Ad hoc security briefs will also be delivered based on unfolding security situations.

Security Risk Assessment

A security risk assessment will be done in accordance with PRO-QHSSE-026 QHSSE Risk Assessment Procedure and the ISPS Code.

Intellegence (General)

The Security Manager will utilize a network of local contacts in and around the surrounding area, as well as other sources that include, but are not limited to law enforcement, foreign missions, the media, the private security associations.

Security Alert Levels

There are three levels of alert in use and these are:

MARSEC LEVEL 1	(LOW)	Normal
MARSEC LEVEL 2	(MEDIUM)	Potential threat
MARSEC LEVEL 3	(HIGH)	

	means the level for which minimum appropriate security measures shall be maintained at all times.
	means the level for which appropriate additional protective security measures shall be maintained for a period of time as a result of heightened risk of a transportation security incident.
	means the level for which further specific protective security measures shall be maintained for a limited period of time when a transportation security incident is probable, imminent, or has occurred, although it may not be possible to identify the specific target.

Changing Security Levels

The changing of security levels at Port Facilities is the responsibility of the Designated Authority in Guyana (the Maritime Administration Department). Once MARAD has approved the raising or lowering of security level at Port Facility, then the Security Coordinator will inform Management of such a change and take the necessary actions to implement same.

Key Threats / Risks

The threats to the operations and personnel at this facility are:

- a. **Acts of piracy/unauthorized boarding:** Raise alarm via air horn. Follow emergency protocol of vessel. Report incident to shift supervisor. Shift supervisor reports incident to security contractor who will dispatch marine patrol. Shift supervisor to report incident to GYSBI's security coordinator and / or QHSSE supervisor who will relay information to senior management and to authorities.
- b. **Unauthorized entry:** Verbally challenge intruder and promptly report intrusion to shift supervisor. Isolate intruder and keep under observation while shift supervisor make contact with authorities and GYSBI security coordinator and / or GYSBI's QHSSE supervisor. Await arrival of authorities to apprehend intruder.
- c. **Robbery and theft:** Report to GYSBI Security coordinator who will inform the GYSBI QHSSE Manager and Contracted Security HQ. GYSBI Security Manager will also remain on scene or accompany any GYBSI staff to police station to make necessary report. Security supervisor
- d. Robbery and theft.
- e. **Vandalism:** Immediately report instances of vandalism to direct line supervisor / QHSSE supervisor and / or security coordinator. Security coordinator will inform company's management and also local authorities for further investigation.
- f. **Fire:** Raise fire alarm, go to muster point, evacuate to "safe area" as required, under direction of the GYSBI Base Manager or QHSSE Manager.
- g. **Civil Unrest:** Raise incident alarm, move to safe room, evacuate to "safe area" under direction of the GYSBI Security Manager, who will inform GYSBI QHSSE Manager and General Manager. Close both northern and southern

entry points. Increase patrols along perimeter. Inform security contractor HQ and local authorities for quick response.

Yard Security

Security at the facility is maintained by a contracted security provider and this is controlled by the GYSBI Security Coordinator/PFSO who will provide strategic guidance / direction to the company and be the corporate security focal point for incidents, and responsible for overall security-related operational issues. The GYSBI Security Coordinator/PFSO reports directly to the GYSBI QHSSE Manager. Contracted Security Officers are deployed on a 24-hour basis daily. Additional security coverage is provided through our CCTV system.

Marine Security

GYSBI security mechanism includes measures that ensure security is maintained on its wharf and adjoining areas inclusive of the waterside. Contracted Security Officers are deployed on a 24-hour basis daily. Additional security coverage is provided through our CCTV system.

GYSBI Port Facility Security Team

GYSBI Facility security is provided by a local security company. The security team consists of the following:

- a. GYSBI QHSSE Supervisor
- b. GYSBI Security Coordinator
- c. Contracted Security Officers (20 at day and 20 at night).

GYSBI Port Facility Security Committee

The GYSBI Port Facility Security Committee will consist of the following persons:

- a. GYSBI QHSSE Supervisor
- b. GYSBI Security Coordinator/PFSO.

- c. GYSBI Operations Manager
- d. GYSBI Base Manager
- e. Security Contractor Representative.

The Committee will meet once per month.

General Responsibilities of GYSBI Facility Security Team

The general responsibilities of the security team are as follows:

- a. Ensure security patrols are conducted to cover the entire facility inclusive of the main office, Wharf, Warehouses, and storage areas.
- b. Ensure the security of vessels berthed at the wharf at all times.
- c. Provide training and support to key GYSBI staff on security related issues.
- d. Record and monitoring of all persons (GYSBI Staff, Clients, Contractors & Visitors) entering the facility.
- e. Record and monitor all persons (GYSBI Staff, Clients, Contractors & Visitors) exiting the facility.
- f. Record, monitoring and searching all vehicles and drivers (GYSBI, Clients, Contractors & Visitors) entering the Facility.
- g. Record, monitoring and searching all vehicles and drivers (GYSBI, Clients, Contractors & Visitors) exiting the Facility.
- h. Maintain daily record of all activities and irregularities, security incidents or unusual occurrences.
- i. Ensure all personnel entering the facility have the necessary Personal Protective Equipment (PPE).
- j. Maintain a physical presence at all gates and barriers to control entry and exit– pedestrian as well as vehicle access.
- k. Conduct security checks on all personnel and vehicles to deter theft and the entry of prohibited items
- l. Screen individuals and vehicles to prevent passage of prohibited articles into restricted areas.

- m. Carry out any other task allotted by the company in the interest of security of the premises.
- n. Coordinate with police or fire departments in the event of an emergency, such as fire or security related incident e.g., unlawful entry of unauthorized persons.
- o. Enforcement of company policies, especially those relevant to safety and security.
- p. Responding to any security related incidents and investigating disturbances.
- q. Perform duties within the administrative building – screening persons entering, maintaining visitor records, Issuance of visitors passes.
- r. Maintain security records, including shift records, security incident reports, visitor logs, and logs of any visitor badges issued.
- s. The Security Guards shall assist the visitors in reaching their desired locations as well as provide escort for visitors or senior staff
- t. Screening of all incoming and outgoing goods and maintain their proper record.
- u. Ensure all COVID 19 protocols are adhered to.

In the event of a security incident that requires armed intervention (use of firearms/lethal weapons), the Security Contractor will deploy an armed response team to the Facility. Such incidents will also be reported to the Guyana Police Force and the requisite assistance will also be sought from the Guyana Police Force.

General Security Layout

The general security layout at this facility is as follows:

- a. Access control at the northern and southern access points.
- b. Access control at the admin building.
- c. Security at the various Berths (Wharf).

- d. Security at strategic locations on the facility.
- e. Vessel security.

Access control will be conducted in accordance with the GYSBI Entry and Exit Procedures.

Security Training

Training of security personnel will be the responsibility of the Security contractor. Training will be conducted once monthly and as need arise; with a focus on matters such as the ISPS Code and Guide to Maritime Security, General Security etc.

Security Drills and Exercise

Security drills will be conducted once per quarter while security exercise will be conducted once per year.

Incident Reporting

All incidents of security and/or safety nature must be immediately reported to the following persons:

- a. Security Coordinator/PFSO.
- b. Security Contractor (On site Supervisors).
- c. GYSBI QHSSE Supervisors/Officers.

The appropriate documentation of the incident is to be completed in the appropriate ledgers, forms, and reports. An assessment of the incident is to be conducted by the members of the security team.

Close Circuit Television System

GYSBI Port Facility security mechanism includes a CCTV system which is operational on a 24/7 basis covering the entire facility and other strategic areas.

The CCTV system must have the capacity to record and store one (1) month's data at any given time.

Journey Management and Vehicles

Journey Management

Journey management will be conducted as per PRO-QHSSE-014 Journey Management.

Communications

The following means of communication will be made available in order of preference:

- GSM (voice or SMS)
- Email
- Radios

Liaison

All security liaisons will be handled by the GYSBI QHSSE Supervisor and/or GYSBI Security Coordinator/PFSO.

IT Asset Protection

All matters concerning IT security are the responsibility of GYSBI IT Manager and of the employees for their own IT equipment.

Parking

All vehicles are to be parked in their designated areas with their vehicle pass clearly displayed. Only authorized vehicles will be permitted to park within the facility. All contractors and third-party vehicles are to be issued with temporary passes which must be clearly visible to security. All vehicles entering and leaving the facility will be subjected to security checks.

Offices

All administrative and operations offices will remain secured after working hours (unless operations dictate otherwise.) Any confidential paperwork is to be kept safe and not visible to other staff, visitors or cleaners at all times. There will be a document shredder in each office and all confidential documentation no longer required, shall be shredded prior to being discarded.

Crisis Management (Overview)

All staff must be prepared and respond with the most appropriate course of action. This can either entail the shutting down of operations at the facility, evacuation of the facility or the worst-case scenario requiring evacuation out of the country for the expatriate staff.

To aid this, GYSBI has an Emergency Response Plan which has been developed and will be managed closely between the GYSBI QHSSE Manager, GYSBI Base Manager and GYSBI GM.

Incident Safety

All incidents will be managed as per PRO-QHSSE-002 Incident Reporting & Investigation.

Communications

Critical to the management and successful conclusion of a medical or other emergency is to ensure all parties remain in communications 24/7. GYSBI utilize messaging apps such as WhatsApp and Slack for internal communications.

The GYSBI Security Coordinator/PFSO and GYSBI Base Manager, along with GYSBI HR Manager must ensure that they have an up-to-date contact list, to include all details of the GYSBI Insurance / Medical Evacuation Provider.

All emergency communication equipment (spare batteries etc.) and emergency telephones plus numbers, are to be tested on a quarterly basis as a minimum.

Summary

This Security Plan has been compiled to address the GYSBI security and general support of the Shore Base facility. The information in this plan will be constantly assessed and is subject to revision every year or as new and updated information becomes available on security situation and or the nature of the project changes.

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	-	-	Initial release of document
2	20 August 2020	Michael James Sean Hill	Document layout changed to new company format
3	May 12, 2021	Iain Martin Sean Hill	The structure of the document was rearranged to include: <ul style="list-style-type: none"> a. Name change from Shore Base Security Plan to GYSBI Port Facility Security Plan. b. Content change to the Introduction, Overview, Name of PFSO, Concept of Operations, Safety & Security Briefing, Security Risk Assessment, Changing Security Levels, Key threats & risks, Yard security, Marine Security, GYSBI Security Team, Security Drills and Exercise, Incident Reporting and Liaison. c. The useful contact persons list was also updated to include Iain Martin and the new PFSO. d. The following were introduced/included into the plan: <ul style="list-style-type: none"> i. GYSBI Port Facility Security Plan. ii. General Security Layout. iii. Security Training. iv. CCTV System.
4	Dec 31, 2021	Andy Dowson Zulfikar Khan	<ul style="list-style-type: none"> A. Updated PFSO name B. Updated Appendix A: <ul style="list-style-type: none"> a. Names & Contact of Base Managers b. Names & Contact of Yard Coordinator C. Corrected General Manager Email Address D. Change from QHSSE Manager to QHSSE Supervisor E. Change made to include south entrance for medium to heavy vehicles F. Added MARSEC Levels under security alert levels G. Added GYSBI to port facility security team and committee H. Added COVID 19 Protocols adherence under General Responsibilities of GYSBI Facility Security Team I. Changed HR Manager details J. Corrected Full Postal Address
5	26 Jan 2022	Kurt Busuttil	A. Included response for key security threats / risks.

		Zulfikar Khan	
6	07 Jul 2022	Kurt Busuttill	Updated Document Number

Annex A – Crisis Management Team Contact Lists

Name / Position	Position	Priority	Satellite Phone	GSM	Email
Zulfikar Khan	GYSBI SC/PFSO	1		6082613	gysbi.securitycoordinator@gysbi.com
Kevin Black	Base Manager	1		608 2855	GYSBI.BaseManager@gysbi.com
Stephen Clarke				608 2855	GYSBI.BaseManager@gysbi.com
Phillip Smith				608 2855	GYSBI.BaseManager@gysbi.com
Stuart Gowing				608 2855	GYSBI.BaseManager@gysbi.com
Jason Clements				608 5814	GYSBI.YardCoordinator@gysbi.com
Ian Thomson				608 5814	GYSBI.YardCoordinator@gysbi.com
Mark Clarkson				608 5814	GYSBI.YardCoordinator@gysbi.com
				QHSSE Supervisor	1
Sean Hill	General Manager	2		608 2852	sean.hill@gysbi.com

Annex B - Useful Contacts and Numbers within GYSBI

Point of Contact	Department	Appointment	Email	Contact Numbers
Lilowtie Indira Chintamani	HR	HR Manager	Lilowtie.Chintamani@gysbi.com	633 3192

Annex C – Monthly Security Bulletin

Monthly Security Bulletin	
DATE:	
CRIME TRENDS BY AREA:	
LOCAL PRESS COVERAGE:	

CRIME PREVENTION ADVICE: *Related to the above. Basic advice for all personnel*

Miscellaneous Information:

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POLICY STATEMENT

Guyana Shore Base Inc. (GYSBI) recognizes the importance of supporting its clients, contractors, and service companies with whom we have similar clients (all hereinafter referred to as “third parties”), in a way which promotes and sustains, positive, productive, and safe working environments.

This Policy outlines GYSBI's requirements for all third parties involved in the transport, handling and/or storage of hazardous substances in transit through and/or being delivered on site for short-term staging and/or longer-term storage, prior to uplift on to a vessel.

POLICY DETAILS

Third Parties shall transport, handle all chemicals and radioactive material in a manner suitable for their nature and potential to pollute or cause harm, taking account all liquid, gaseous and solid substances that are to be staged at GYSBI in line with:

- Occupational Safety & Health Act #32,1997
- Maritime Administration Regulation-Guyana Shipping Act, 1997
- Environmental Protection Act 1996
- Pesticides and Toxic Chemicals Control Act 2000
- Environmental Protection (Hazardous Waste Management) Regulations 2000

Third parties are required to provide full documentation to ensure this is always kept legally compliant whilst on GYSBI property.

GYSBI shall provide a staging area to accommodate chemical or radioactive deliveries for a period of no longer than 24 hours. Third parties are responsible to protect hazardous substances from rain and sun where necessary.

Secondary containment shall be used for the storage/staging of all Hazardous Substances at GYSBI facilities.

GYSBI will provide the resources to transport the hazardous substances from the staging area to the vessel.

GYSBI will provide an emergency spill response in the event a spill is identified during transportation to and from the vessel, or an unintentional event occurs during staging that impacts the staging area resulting in an uncontrolled release of any hazardous substance.

Any waste from a spillage which is deemed a direct cause of the third party i.e., poor packaging, damaged or leaking containers etc. whilst on the GYSBI site would be taken to a licensed waste treatment facility and recharged back to the third party.

All hazardous substances transported to GYSBI yard, must be stored in secure packages clearly and permanently labeled to include the following information: MSDS (Radioisotope fact sheet for radioactive materials), Name of substance, UN number, Hazard identification, Quantity, SDS number, Manufacturer. The labeling requirements apply to both the outside packaging and any individual units.

Incompatible hazardous substances shall not be stored together such that potentially dangerous reactions could occur, (even when storage is temporary). It is the responsibility of the third party to provide this information within their risk management documentation, along with an emergency response plan for the hazardous substances that would be staged at the GYSBI facility.

Before any hazardous substances are to be allowed on to site, the third-party emergency plan should be supplied ensuring, as a minimum, it clearly identifies the steps to mitigate the risk of the following occurring and provide evidence of the resources to prevent one of the items below becomes a reality.

- Hazardous substance leak where workers could be asphyxiated.
- Exposure to radioactive materials resulting in ARS or life-threatening diseases.
- Corrosives substances reacting with metal and damaging buildings or plant.
- Acute toxic liquids spilling and contacting workers.
- Workers developing symptoms from long term exposure to carcinogens.
- Fire and explosion

I certify that I have received a copy of the “QH 134 Hazardous Substances Staging Policy” I have read and understand the content, requirements, and expectations of the Policy and I agree to abide by the policy guidelines.

_____ Printed Name

_____ Signature

_____ Company

_____ Date

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	04 Jun 2021	Andrew Dowson	Initial release of document
2	11 Aug 2021	Andrew Dowson	Document updated to include requirement for secondary containment for the storage of Hazardous substances
3	29 Aug 2021	Andrew Dowson	Updated to include secondary containment for storage and staging
4	20 Jul 2022	Andrew Dowson	Document updated to include requirements for radioactive substances. Updated Document Format

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**This procedure shall be used by all departments and updated by QHSSE
Department**

1 INTRODUCTION

The purpose of this procedure is to:

- Define methods of reporting incidents/accidents/near miss events;
- Classify incidents/accidents/near misses and determine the levels of investigation;
- Implement measures for the prevention of recurrences;
- Monitor results of prevention methods.

Following an internal investigation, the main objective is to prevent undesired events happening again. The responsibility for an incident investigation lies with the Management, which will be assisted by the QHSSE Department.

2 PROCEDURE DETAILS

Scope

The scope of this procedure is applicable to all GYSBI sites.

Definitions

Term	Definition
Incident	General term to define an unplanned event or chain of events which has caused or could have caused injury (injuries), damage to assets and/or to environment. Incidents include Accidents and Near Misses.
Injury or Illness	An injury or illness is an abnormal condition or disorder of an individual. Injuries include cases such as, but not limited to, a

Term	Definition
	cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, or poisoning.
Work-Related	An injury or illness is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Injuries or illnesses that are not work-related are not recordable.
Recordability Criteria (as per Exhibit G)	<p>Work-related injuries or illnesses are recordable if they involve one or more of the following:</p> <ul style="list-style-type: none"> a) Death b) Day(s) away from work c) Restricted work or transfer to another job d) Medical treatment beyond First Aid e) Loss of consciousness f) A significant diagnosed injury or illness
Near Miss Incident	A Near Miss Incident is an unintended or unwanted event that, under slightly different conditions, would have had a negative effect on safety, health of people, property, or the environment. Does not include Clinic Visits Without Treatment. (All Near Misses are thoroughly investigated despite PHL, In the event a Near miss has a potential Hurt level (PHL) of 3 or more it would then be classed as a recordable incident, a PHL of 2 or less would not be recordable, however all near misses are

Term	Definition
	looked at case by case to establish if the correct PHL has been assigned).
Clinic Visit Without Treatment	Also known as a No Treatment. A Clinic Visit Without Treatment is an incident which has actual consequences, but the injured person does not require any type of medical treatment. Is not considered a Near Miss.
First Aid Case (FAC)	<p>FACs are generally defined as any one-time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters, etc., which do not ordinarily require medical care. Such treatment and follow-up is considered first aid even though provided by physician or registered professional personnel. FACs are not recordable. FAC classification is appropriate when any of following treatments are provided:</p> <p>a) Using a non-prescription medication at non-prescription strength (for medications available in prescription and non-prescription form, a recommendation by a physician to use a non-prescription medication at prescription strength warrants classification as an MTI).</p> <p>b) Administering tetanus immunizations. (Other immunizations, such as Hepatitis B vaccine or rabies vaccine, warrant classification as an MTI.)</p> <p>c) Cleaning, flushing, or soaking wounds on the surface of the skin.</p>

Term	Definition
	d) 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, tapes/glues, etc. warrant classification as an MTI).
	e) Using hot or cold therapy (e.g., compresses, soaking, whirlpools).
	f) 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 warrant classification as an MTI).
	g) Using temporary immobilization devices while transporting a victim (e.g., splints, slings, neck collars, backboards, etc.).
	h) Drilling of a fingernail or toenail to relieve pressure or draining fluid from a blister.
	i) Using eye patches.
	j) Removing foreign bodies from eye using only irrigation or cotton swab.
	k) Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means (procedures involving the excision of the outer layer of skin warrant classification as an MTI).

Term	Definition
	<p>l) Using finger guards.</p> <p>m) Using massages (physical therapy or chiropractic treatment warrants classification as an MTI).</p> <p>n) Drinking fluids for relief of heat stress.</p> <p>o) Preventive use of Oxygen in absence of symptoms is not considered an MTI.</p>
Medical Treatment Incident (MTI)	<p>A work-related injury or illness that requires the management and care of a patient to combat disease or disorder. MTIs are recordable. MTIs do not include the following:</p> <p>a) visits to a physician solely for observation or counseling.</p> <p>b) the conducting of 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.)</p> <p>c) application of First Aid.</p>
Restricted Work Incident (RWI)	<p>A work-related injury or illness that results in a person being unable to perform one or more of the routine functions of the person's job, or from working the full workday that the person would otherwise have been scheduled to work on any calendar day after the day of the illness or injury. RWIs are recordable. [Routine functions are those work activities that the person regularly performs at least once per week. Do not</p>

Term	Definition
	<p>record as a RWI where persons produce fewer goods or services than they would have produced prior to the injury or illness but otherwise perform all of the routine functions of their work. If follow-up with the persons making the restriction indicates that the restriction does not prevent the persons from either their routine job functions or from working all of their normally assigned work shift, then the case should not be recorded as a RWI. Work restrictions recommended by a physician result in a RWI classification even if the person does not follow the restrictions. In cases where recommendations are received by two (2) or more physicians, Company may decide which recommendation is the most authoritative and determine recordability based on that recommendation.]</p>
<p>Lost Time Incident (LTI)</p>	<p>Also known as a Days Away from Work Case (DAFWC). Any work-related injury or illness (including fatalities) that results in at least one (1) lost workday after the day of the incident. If a condition resulting from an injury or illness causes a person to be unable to return to work on the calendar day following the day on which the incident occurred, the case is recordable and should be classified as an LTI. [It does not matter whether the next calendar day is a scheduled workday or not, only whether the person was able to work on that day. If the injury or illness occurs on the last day a person is scheduled to work (e.g., last day of the work week) and the person reports to work on the next scheduled workday, record the case as an LTI only if information is received from a physician indicating the person should not have worked. An injury or illness in which the</p>

Term	Definition
	<p>person is unable to work is classified as an LTI even if the individual takes unscheduled vacation on the day following the day of the injury or illness. Exclude classification as an LTI where an individual is capable of working, but unable to return to work solely due to circumstances such as:</p> <p>a) a seaman missing a ship sailing</p> <p>b) a person unable to return to a location due to bad weather or lack of reasonably available transportation</p> <p>c) a lack of local medical facilities needed for observation/ treatment provided there was no unnecessary delay in traveling to seek such medical treatment</p> <p>d) person refuses to work.</p>
Fatality	A recordable incident which results in the death from a work-related injury or illness, regardless of the time intervening between the incident and death.
Regional Illness	Regional illnesses are illnesses that could result in a debilitating condition or death, or a health-related situation that could disrupt ongoing operations. Vector borne examples include Malaria, Dengue, and Yellow Fever. Person-to-person spread examples include Meningitis, TB, and Ebola. Food or water borne examples includes Typhoid, Cholera, and Salmonella.

Term	Definition
Incident investigation Level	Incident investigation level is to be identified with relation to real and/or potential hurt levels, comparing it to the hurt Level Matrix
Level A	Incidents with a potential hurt level of 0 or 1. Such incidents require a lower level of investigation using form A.
Level B	Incidents with a potential hurt level of 2 to 5. Incidents requiring a more detailed investigation using form B
Lessons Learnt Observation	<p>A Lesson Learnt Observation is an investigation, to establish information on unintended or unwanted events, to:</p> <ul style="list-style-type: none"> • record what happened, • establish what was learnt, • identify positives and, • action(s) taken to prevent a reoccurrence. <p>Lesson Learnt Observation are not classified as recordable incidents, but the lessons shall be actively considered by the workforce in future actions and behaviors.</p>
Loss Time Incident Rate (LTIR)	Loss Time Incident Rate (LTIR) - (Number of Loss Time Incidents x 200,000)/Number of Work Hours
Total Recordable Incident Rate (TRIR)	Total Recordable Incident Rate (TRIR) - (Number of Recordable Incidents x 200,000)/Number of Work Hours

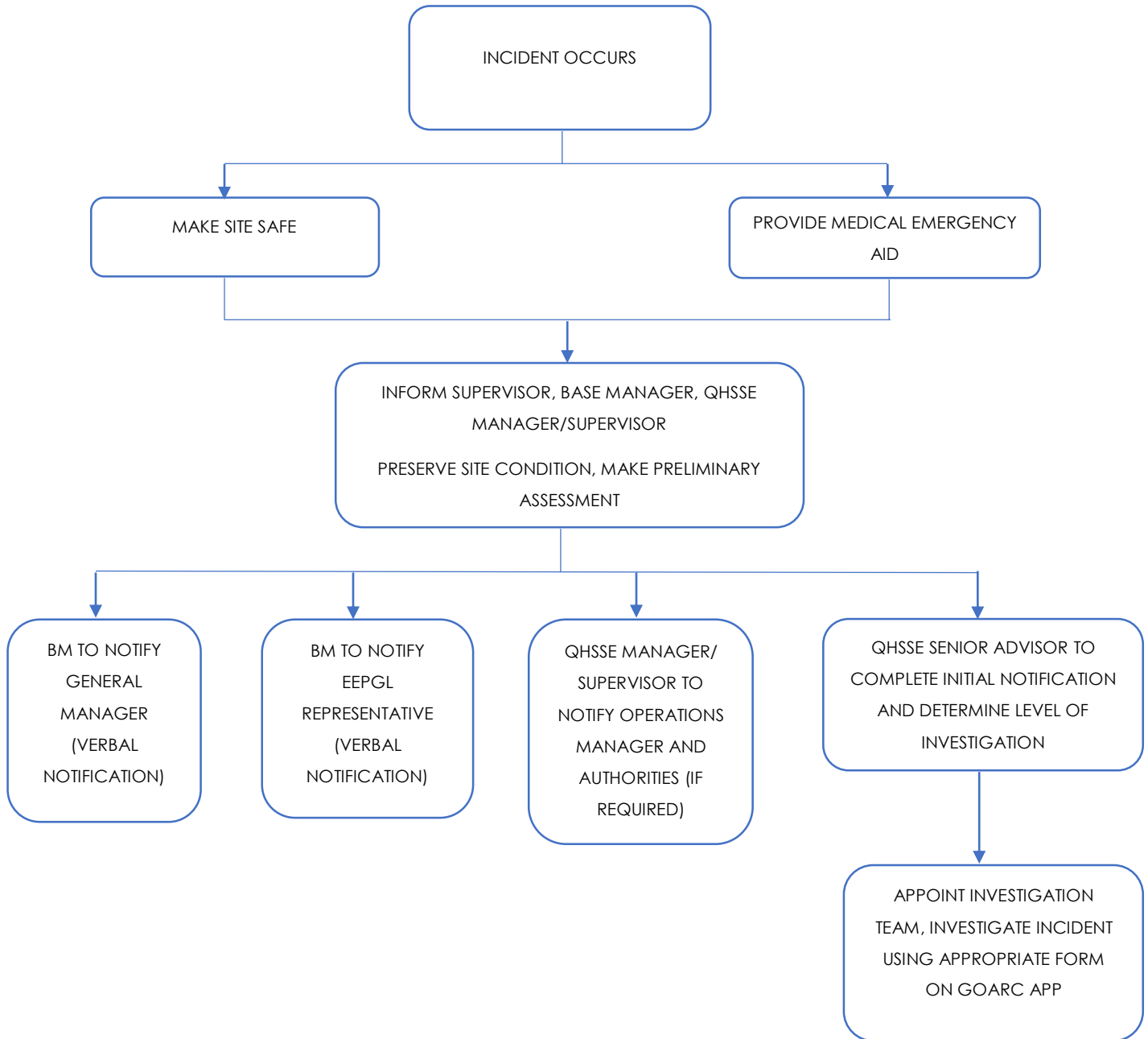
Term	Definition
Actual Hurt Rate (AHR)	Actual Hurt Rate (AHIR) - (Number of Actual Hurts x 200,000)/Number of Work Hours
GOARC	An industrial safety app designed for use by company workers, operators and subcontractors to easily and effectively manage Health, Safety and Environmental systems in real time, conduct incident investigations and to record safety reports identifying unsafe acts and unsafe conditions in their workplace. It also includes positive feedback and suggestions.

3 PROCEDURE

Notification

- Take appropriate action to make the people and the area safe, and prevent escalation of the situation;
- Initiate the site Emergency Response Plan if required;
- Facilitate the provision of any medical treatment required;
- Ensure preservation of the incident scene and implement actions to prevent escalation and recurrence of further incidents;
- Make arrangements to photograph/video the scene as soon as possible;
- Ensure perishable evidence is preserved;
- Identify witnesses to the event and retain these personnel on site if possible, or take preliminary statements;
- Conduct preliminary assessment of the incident;
- Document emergency response actions;
- With cause testing conducted for drugs & alcohol where deemed appropriate following an incident;
- Report in line with regulatory/GYSBI requirements.

On site, the initial notification will be done verbally (immediately after occurrence). The notification process is summarized below:



The Base Manager and QHSSE Manager/Supervisor will evaluate the situation and take appropriate action to protect personnel, the environment and the asset. The QHSSE Manager/Supervisor shall also be responsible for assessing the event and submitting the Initial Incident Notification Form not later than 24 hours from the incident. The initial notification will be generated using the GOARC App, exported as a PDF, then sent via email.

In the case of incidents which directly influence EEPGL Operations, or one of their suppliers, the initial notification will be sent by the QHSSE Manager/Supervisor to the distribution list below:

1. General Manager
2. Operations Manager
3. Base Manager
4. Yard Coordinators
5. Security Manager
6. HR Manager
7. QHSSE Team
8. Relevant Head of Department
9. EEPGL Shorebase Logistics Superintendent
10. EEPGL Logistics SSHE Specialist

In the case of incidents which are solely and undeniably related to GYSBI, the incident notification and investigation report shall be distributed internally only.

Reporting To Enforcing Authority

In accordance with Occupational Safety and Health Act 1997 (Laws of Guyana), any accident arising out of and in the course of the employment of any worker occurs and:

- (a) Causes loss of life to such worker; or

- (b) Disables such worker, for more than one day, from earning full wages at the work at which he was employed at the time of such accident,

Written notice of the accident in the form and accompanied by the particulars set out in the Fifth Schedule, shall forthwith in the case of paragraph (a) and within **four days** in the case of paragraph (b), be sent by the employer to the Authority and the committee, safety and health representative or trade union, if any.

Reporting to the authorities shall be guided by the Occupational Safety and Health Act Cap 69 – Notification of Accidents.

Written notice of the accident shall be sent to the Chief Labor Officer, Lot 82 Brickdam, Georgetown, Guyana. Notice will be sent by the HR Manager to the enforcing authority, using the forms below:

NOTICE OF ACCIDENT

Accident Register No.....

1. Name of employer

2. Address of place where accident happened

.....
.....

3. Nature of occupation†

4. Branch or department and exact place where the accident happened

5. Injured, person’s surname

Other names

Address

.....

6. (a) Sex.....

(b) Age (last birthday)

(c) Occupation of injured person
.....

7. Date and time of accident

8. (a) Cause or nature or the accident
.....

(b) If caused by machinery—

(i) give name of the machine and part causing
accident.....

(ii) state whether it was worked by mechanical
power at the time

(c) State exactly what injured person was doing at the
time

9. Nature and extent of injuries (e.g. fatal, loss of finger,
fracture of leg, scalp, scratch followed by sepsis)
.....

10. (a) State whether the accident was fatal or not
.....

(b) If the accident was not fatal, state the estimated
period that the injured person will be unable to earn full
wages at the work at which he was employed at the time of
the accident

11. Has the accident been entered in the Register?
.....

Date:

Signature of Employer or
Agent
.....

SECOND SCHEDULE

NOTICE OF CESSATION OF DISABILITY

s. 69(3)

(To be submitted when disability ceases)

Accident Register No.

Name of employer

Address of place of employment

Injured person’s surname.....

Other names

Date of accident.....

Date when disability ceased

Actual number of days of disability

Amount of compensation paid

Signature of Employer or Agent
.....

"A register of all accidents to which this section applies shall be kept by the employer in the form prescribed by regulations made under this Act."

GYSBI Accident Register shall be managed by the QHSSE department with oversight from HR Department.

THIRD SCHEDULE

NOTICE OF OCCUPATIONAL DISEASE

- Works
- 1 Name of employer.....
 - 2. Address of place of employment
 - 3. Address of office
(if work on the place of employment is only temporary).
 - 4. Nature of industry, occupation, or business

s. 70(3)

.....

5. Nature of occupational disease.....

6. (a) Surname
(b) Other names

- Person affected
- 7. Address (permanent)
 - 8. Temporary address (if any)
 - 9. Sex, and age last birthday.

10. Precise occupation
(avoid (the term "labourer" where possible).

Date:

Signature of Employer or Agent

.....

Investigation

A thorough investigation of all accidents, incidents and near misses is vital for the identification of the immediate and underlying cause(s), to enable effective control measures to be developed. It is also important to assess the potential consequences of all accidents/incidents to establish the urgency of response and level of investigation required, and to prioritize corrective actions and the implementation of control measures. The level of investigation should be linked not only to the “Actual Hurt Levels”, but also to the “Potential Hurt Levels” of the event i.e., what might have happened “realistically” and what actually happened. The “Actual Hurt Levels”, the “Potential Hurt Levels” and the level of investigation should be established using the Hurt Matrix (refer to Appendix A – Hurt Level Matrix).

The QHSSE Manager will establish a preliminary Investigation Level using the Hurt Matrix to determine which level of investigation should be taken in relation to either Form A, Form B or Lessons Learnt Observation (LLO) based on the initial findings.

The final level of investigation (A, B or LLO) will be established taking into consideration the worst case identified between the Actual Hurt Levels and Potential Hurt Levels and the Investigation Team will be identified accordingly.

The appointed Investigation Team shall carry out a complete and detailed investigation using the GOARC App.

Level A Investigations – Complete Investigation form A

Level B Investigations – Complete Investigation form B

Lessons Learnt - Near Miss/Observation

Note: Recordable Incidents as per exhibit G: Includes work-related injuries or illnesses involving one or more of the following: Death, Day(s) away from work,

Restricted work or transfer to another job, medical treatment beyond First Aid, Loss of consciousness, a significant diagnosed injury, illness or a Near Misses with a PHL of 3 or more (refer to Appendix A – Hurt Level Matrix).

Events that do not fall into this bracket are none recordable but will still be investigated.

Property & Asset Damage

All asset damage/property incidents shall be reported to the QHSSE department. The QHSSE Manager/Supervisor shall initiate standard investigation procedure if:

1. The damaged asset/property is owned or controlled by a third party (e.g., GYSBI damage vessel property or asset, GYSBI damage tenant property etc.) and the damage costs more than USD 5,000 (five thousand USA Dollars) to repair.
2. The damaged asset/property is owned by GYSBI, and the damage costs more than USD 5,000 (five thousand USA Dollars) to repair.
3. The damage resulted in downtime i.e., client deducts payment for equipment
4. The potential outcome could have resulted in personal injury.

All other asset/property damage incidents will be recorded using LLO and the GOARC Safety Report feature with appropriate remedial action. Supporting multimedia (pictures, etc..) should be included in the GOARC submission.

Investigation for Events Involving a Contractor

GYSBI will issue an initial notification report for GYSBI contractor incidents which occur on GYSBI controlled sites. The Contractor must, within 5 days, complete their own investigation and provide a copy of the report to GYSBI, along with a plan to close out relevant improvement actions in a timely manner. For all High Potential Events, investigations must follow the GYSBI methodology or equivalent, as a minimum. The Contractor must assign a competent person as an investigation leader. On some occasions it may be necessary for GYSBI to carry out an independent investigation, however this will be determined on a case-by-case basis by the QHSSE Manager.

Contractor employee incidents will be recorded independently of GYSBI employee incidents and will not impact GYSBI Operations incident statistics.

Reporting

The investigation will be carried out and documented by the investigation team using the GOARC App. The investigation report will be reviewed and approved by the QHSSE Manager/Supervisor. The following principles for the preparation of an Incident Investigation Report shall be adhered to:

- the report should be factual, concise and conclusive;
- unsubstantiated speculation should be avoided at all times;
- interpretations of findings should be based only on the facts as identified in the investigation;
- where events and conditions are listed in the report but are not essential pre-conditions for occurrence of the incident, these should be clearly identified;
- an assessment of underlying root causes should be made, based on an analysis of the evidence;
- where events or conditions are listed, that are not critical for the incident to have occurred, this should be clearly indicated;

- the report should be readable as a stand-alone document. References to other documents not in the public domain, i.e., not readily open to inspection by others, should be avoided;
- all previous drafts of the report should be destroyed;
- an audit trail of the documents relevant to the incident and the report should be established;
- the QHSSE Senior Advisor should ensure that all documentation is collected during the investigation and that the report is adequately prepared;
- final copy of the report may include a confidentiality statement.

All reports will be available on the GOARC CMS. Reports shall be kept available for at least three years.

Notification and reporting of spills shall be done in accordance with the below table:

Table 1: Spill Reporting Criteria

Spill Type	Reporting Criteria	
	Reportable	Non-Reportable (No investigation required)
Oil ⁽¹⁾ spills to water	<ul style="list-style-type: none"> • Spills directly to water or reaching surface water (e.g., creeks, streams, rivers, lakes, ponds, or ocean) • Spills from loading/unloading operations reported consistent with the cargo custody or responsibility 	<ul style="list-style-type: none"> • Off-premises, non-marine transportation spills where the product is in the custody of a third-party carrier
Oil spills to land	<ul style="list-style-type: none"> • Spills that make contact with the soil 	

Spill Type	Reporting Criteria	
	Reportable	Non-Reportable (No investigation required)
	<ul style="list-style-type: none"> Spills or leaks from tank bottoms and underground storage tanks The total volume, in barrels or litres, of oil spilled to the land, regardless of the amount contained or recovered 	<ul style="list-style-type: none"> Spills inside lined containment or collection areas where there is no contact with soil Off-premises transportation spills where the product is in the custody of a third-party carrier
Chemical spills to water	<ul style="list-style-type: none"> Chemical spills directly to water or reaching surface water (e.g., creeks, streams, rivers, lakes, ponds, or ocean) Spills of all non-petroleum derived chemicals (e.g., methanol, sulphuric acid, caustic, stimulation acid, etc.) 	<ul style="list-style-type: none"> Spills of insoluble solids to water that have no environmental impact (e.g., plastic pellets) Off-premises, non-marine transportation spills where the product is in the custody of a third-party carrier
Chemical spills to land	<ul style="list-style-type: none"> Spills that make contact with the soil Spills of all non-petroleum derived chemicals (e.g., methanol, sulphuric acid, caustic, stimulation acid, etc.) Spills or leaks from tank bottoms and underground storage tanks Total mass, in kilograms, of chemical spilled to the land, regardless of the mass contained or recovered 	<ul style="list-style-type: none"> Spills inside lined containment or collection areas where there is no contact with soil Spills of insoluble solids to land that have no environmental impact (e.g., plastic pellets) Off-premises transportation spills where the product is in the custody of a third-party carrier
<p>Notes:</p> <p>1) Oil includes all petroleum-derived liquids, such as crude oil, condensate, gasoline, diesel fuel, petroleum derived solvents (e.g., toluene, xylene, etc.), lubricating or hydraulic oil, asphalt, or any material defined as oil by a regulatory agency.</p>		

Follow-Up

The aim of the procedure is to prevent the events from recurring. All Incident Reports will be sent with the suggested remedial action(s).

After taking initial/immediate action(s), the remedial action is verified with the on-site management.

Corrective Actions Management

Corrective actions generated by the accident/incident/near miss investigation will be assigned to the responsible party/parties as action items through GOARC. The party/parties responsible will ensure the action is done and submit evidence for closure. When the action is fulfilled within the stipulated timeline, the status will be changed to completed on GOARC. The responsibility for implementing corrective actions rests with the base management. Weekly operations meetings shall be held to verify such actions have been implemented. The meetings shall be organized by the Operations Manager and the following persons should make their best efforts to attend:

- General Manager
- Operations Manager
- QHSSE Manager
- Base Manager
- Fleet Manager
- HR Manager
- Maintenance Manager
- Construction Manager
- Procurement Manager
- Site Lifting Coordinator
- Security Coordinator

- Base Coordinator
- Training Coordinator

The QHSSE Team shall verify closure of incidents by collecting relevant evidence. Once the evidence has been verified, it will be updated on GOARC. The QHSSE team and departmental heads will monitor the effectiveness of remedial actions.

Communication and Consultation

The incident investigation will be generated using the GOARC App, exported, distributed via email and posted in conspicuous places around the GYSBI bases. Details of the lessons learnt from significant incidents in the form of Safety Bulletins/ Alerts shall be distributed by the QHSSE Manager. Safety Bulletins/Alerts will be posted on the QHSSE notice boards. See Appendix B for template of LLO.

Daily and Monthly Reporting of QHSSE Statistics

[Refer to QH-PR-010 – QHSSE Reporting Procedure](#)

4 APPENDIX

Appendix A - Hurt Level Matrix

Serious Injury or Fatality (SIF)	Hurt Level	Severity	Duration	AHL-PHL Consequence: <u>Injury</u> Examples <i>(List notates a typical level for injury type)</i>	AHL-PHL Consequence: <u>Illness</u> Examples <i>(List notates a typical level for illness type)</i>
 <p>SIF EVENT</p>	5	Death	Forever	<ul style="list-style-type: none"> Multiple Fatalities (applicable for PHL Only) 	<ul style="list-style-type: none"> Multiple Fatalities (applicable for PHL Only)
	4	Death	Forever	<ul style="list-style-type: none"> Fatality 	<ul style="list-style-type: none"> Fatality
	3	Life-altering and severe impact to daily activities	Long-term / Years / Forever	<ul style="list-style-type: none"> Debilitating laceration / sprain / strain Severe compound bone fracture Debilitating partial and full thickness burns Amputation with complete loss of any bone Severe disfigurement Loss of organ function Severe vision loss / blindness in an eye(s) 	<ul style="list-style-type: none"> Severe to complete noise induced hearing loss in an ear(s) Debilitating Serious Illness Event (SIE) or non-fatal Ebola Most non-fatal Cancer Some Mental Illness (e.g. PTSD) Severe Frostbite resulting in amputation Toxic or irreversible neuropathy Pneumoconiosis with debilitating restrictive lung disease (e.g. Silicosis) Debilitating Musculoskeletal Disorder (MSD)
 <p>NON SIF EVENT</p> <p>Endorsed 09Nov15</p>	2	Moderate impact to daily activities	Week(s) to Months to Recover	<ul style="list-style-type: none"> Significant laceration, penetration Significant strain or sprain Bone fracture without long-term issues Cracked or loss of tooth (teeth) Joint dislocation Deep partial or full thickness burns Distal phalanx amputation (partial bone exci, thumb) Minor-to-moderate vision loss in an eye(s) 	<ul style="list-style-type: none"> Heat Stroke issues; e.g. seizures, core temp >105°F Severe asthma or irritant / allergic contact dermatitis / sensitization Moderate to moderately-severe noise induced hearing loss Non-debilitating TB, Malaria, Dengue // Mental Illness Severe (Deep) Frostbite (Stage 3) Major infection post-injury or from illness Severe Metal Toxicity // Minor Skin Cancers Pneumoconiosis with moderate restrictive lung disease Moderate MSD; RSI requiring surgery or physical therapy
	1	Minor impact to daily activities	Minutes-Hours-Days to Recover	<ul style="list-style-type: none"> Minor laceration, penetration, scratch Minor strain, sprain, bruising, swelling Minor burns Slight-to-mild abrasion of corneal / UV Keratitis Minor chipping of tooth / enamel Minor fracture of distal phalanx (finger or toe) Subungual hematoma (blood under nail) Anaphylactic Reactions 	<ul style="list-style-type: none"> Heat Exhaustion issues; e.g. confusion, fainting, vomiting Moderate asthma or irritant / allergic contact dermatitis / sensitization Slight-to-mild noise induced hearing loss Deep Vein Thrombosis (confirmed blood clot) Superficial Frostbite (Stage 2) Minor infection post-injury or from illness Metal Fume Fever Pneumoconiosis with minor restrictive lung disease Minor MSD; early RSI relieved via rest, treatment
	0	No significant impact to daily activities	No Physical Body Damage; Lessons Learned for Preventing Future Incidents	<ul style="list-style-type: none"> Slight skin abrasion/scratch with no bleeding First-degree skin burns; no blistering Foreign object in eye but no corneal abrasion Slip / Trip / Fall without bruising or swelling General muscle soreness, tweaks, body aches Temporary Discomfort Event (body aches, etc.) Mild shock from static electricity Mild Oxygen Hypoxia / Deficiency 	<ul style="list-style-type: none"> Mild Heat-related issues; e.g. cramps, heat rash, headache Mild asthma or irritant / allergic contact dermatitis Frostnip (Stage 1 Frostbite) Altitude / Motion Sickness Mild-to-moderate food poisoning symptoms Needle stick syncope (fainting) Pre-RSI discomfort relieved via ergonomics resolution <p>*Ergo AHL/PHL is stewarded on a separate basis from other illnesses.</p>

Appendix B – Lessons Learnt Observation (sample snapshot)

MINOR ELECTRIC SHOCK WHILE EXITING OPERATIONS REST CONTAINER AT CMSY/BERTH 2 AREA.



WHAT HAPPENED?

- WHILE THE BERTH 2 AND CMSY TEAM MEMBERS WERE ASSEMBLED IN THE OPERATIONS REST CONTAINER THEY HEARD A LOUD NOISE AND OBSERVED THAT THERE WAS A LOSS OF CONTAINMENT FROM THE SCHLUMBERGER SILOS. THIS UNIDENTIFIED SUBSTANCE HAD CLOUDED THE AIR WHICH WAS LATER IDENTIFIED TO BE MICROBAR. THIS WAS REPORTED TO THE LOGISTICS SUPERVISOR, BASE COORDINATOR, AND BASE MANAGER IMMEDIATELY VIA RADIO. THE BASE MANAGER THEN INSTRUCTED ALL PERSONNEL TO CLEAR THE WHARF AND CMSY AREA.
- AS TWO PERSONS WERE ABOUT TO EXIT THE OPERATIONS REST CONTAINER THROUGH THE METAL DOOR, A TRICKLING SENSATION WAS FELT THROUGH THEIR HANDS AS THE DOOR WAS PUSHED OPEN.
- THIS WAS REPORTED TO THE QHSSE ADVISOR, AND THEY WERE THEN BROUGHT TO THE MEDICAL CENTRE BY THE MEDIC FOR A VITALS ASSESSMENT. IT WAS VERIFIED THAT NO INJURIES WERE CAUSED. PERSONNEL RETURNED TO WORK.
- THE ELECTRICIANS WERE CALLED IN TO CARRY OUT AN ELECTRICAL ANALYSIS OF THE OPERATIONS REST CONTAINER.

WHAT WAS LEARNT?

- WATER DISPENSER WAS GIVING A VERY LOW RESISTANCE READING ON THE MULTI-TESTER DEVICE TO GROUND FRAME DUE TO A FAULT IN THE SYSTEM. THIS CAUSED THE SYSTEM TO SHORT CIRCUIT, ALLOWING A BYPASS OF ELECTRICAL ENERGY TO FLOW FROM THE WATER DISPENSER (PLUGGED IN AT THE TIME) WHICH WAS CONDUCTED TO THE DOOR.
- THERE WAS WATER PRESENT ON THE FLOOR OF THE CONTAINER SURROUNDING THE WATER DISPENSER, FURTHER CONDUCTING THE FLOW OF ELECTRICITY.
- PERSONS REPLACING WATER BOTTLES ON THE DISPENSER WOULD CAUSE THE WATER TO FLOW ONTO THE DISPENSER HOUSING PENETRATING PARTS OVER TIME WITHIN THE SYSTEM, CREATING AN OPEN CIRCUIT.

POSITIVES

- IMMEDIATELY REPORTED, FOLLOWING THE APPROPRIATE CHAIN OF COMMAND.
- VITALS ASSESSMENT WAS CONDUCTED BY THE MEDIC.
- PERSONNEL ABLE TO RETURN TO WORK WITH NO IDENTIFIED INJURIES.
- ELECTRICIANS WERE CONTACTED TO CONDUCT AN ELECTRICAL ANALYSIS OF THE CONTAINER.
- WATER DISPENSER WAS QUARANTINED.

WHAT HAS BEEN DONE TO PREVENT REOCCURRENCE?

- GROUND FAULT CIRCUIT INTERRUPTER (GFCI) TO BE INSTALLED WHERE ALL WATER DISPENSERS ARE PLUGGED IN.
- COACHING TO BE CONDUCTED ON THE BENEFITS OF ADAPTING HOUSEKEEPING PRACTICES.

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	29 Nov 2019	-	Initial release of document
2	13 Aug 2020	Michael James Sean Hill	Document layout changed to new company format.
3	12 Oct 2020	Iain Martin QHSSE Manager	Final review of changes to Property & Asset Damage criteria.
4	23 Dec 2020		Reviewed definitions, notification process, follow up process Added Appendix
5	17 Aug 2021	Sean Hill	Updated document references with SPO links
6	17 Sep 2021	Kurt Busuttill	Updated to include Operations Manager and Removal of QHSSE Manager designation
7	3 March 2022	Andy Dowson	Changed the AHL-PHL Communication medium from the Initial Notification Form to Form A or Form B.
8	28 Apr 2022	Kurt Busuttill	Included Investigation for events involving a contractor
9	19 Sep 2022	Andy Dowson	Included Lessons Learnt Observations, Recordable and Non-Recordable Incidents (as per exhibit G) Updated Document Number
10	24 Oct 2022	Kurt Busuttill	Included the integration of GOARC App and sample snapshot of LLO

CONTENTS

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2	<i>Documents</i>	3
	<i>Revision Summary</i>	3

This flowchart shall be used by all Departments and updated by QHSSE

Department

1 MANAGEMENT OF CHANGE FLOWCHART

Identification of need for change

Changes subject to the Management of Change Procedure:

- Design location, and demarcation of work sites
- Material storage techniques that could impact the environment
- Mode of transportation, including routes and type of vehicles
- Lifting and handling equipment
- Changes in previously approved HSE, Security and Operating Procedures
- Addition or removal of key personnel

Changes are identified and discussed in weekly Operations Meetings

Evaluation of change

The following Managers will evaluate all changes:

- QHSSE Manager** – evaluates in respect to incremental changes to risk and impact on environmental aspect.
 - Operations Manager** – evaluates for impact to current activities and operating procedures.
- Managers will note any current procedures, policies and practices that must be updated or special precautions that must be implemented.

Client Consultation

Before any approval within the company, Operations Manager will review change with Client.

Approval of change

- Major Risk:** General Manager must approve
- Minor Risk:** Operations Manager must approve

Emergency changes

Operations/Base Manager can approve and begin to take necessary actions to implement change

QHSSE Manager

- Log requested change using Management of Change (MoC) Log (QH-FO-072) on SPO
- Monitor process until close out of change by requestor.

Implementation of the change

This process shall include the following steps (if necessary) to ensure that company Policies and Procedures are complied with:

- Development of implementation plan
- Obtain necessary regulatory approvals
- Develop any special precautions or updates to procedures
- Determine if any special training is necessary
- Addition or removal of key personnel

Change Implemented

NO

YES

Any extension must be approved by the Operations Manager

QHSSE Manager
Monitor process until close out.

Temporary changes

QHSSE Manager will:
-Note expiry date in the MoC log
-Notify appropriate personnel 7 days prior to expiration

Close Out

- QHSSE Manager**
- Verify all recommended conditions have been met.
- Update status of change in MoC Log to reflect completion.

2 DOCUMENTS

[QH-FO-072 Management of Change Log](#)

REVISION SUMMARY

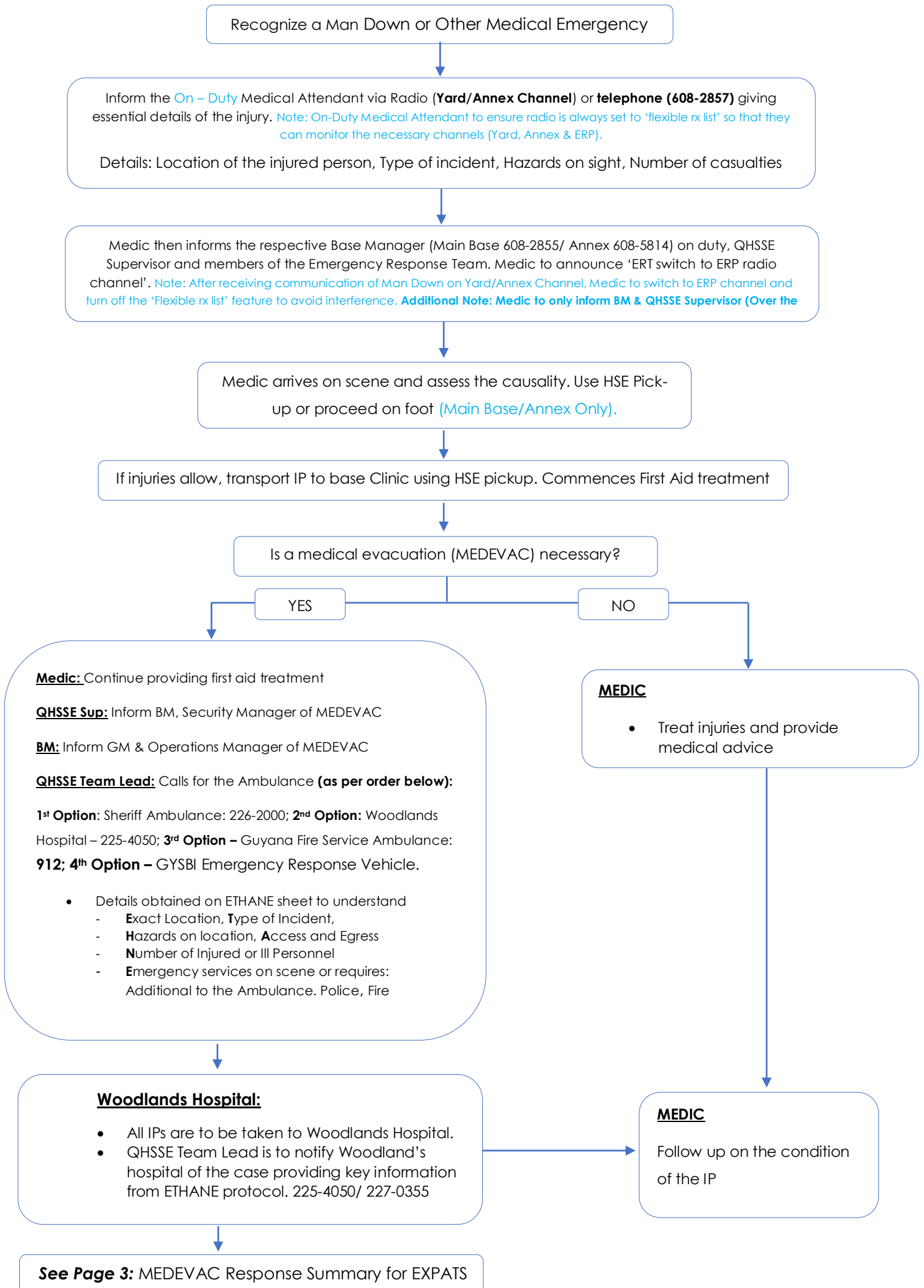
Revision	Date	Approved by	Summary of change
1	21 Nov 2018	-	Initial release of document
2	13 Aug 2020	Michael James Sean Hill	Document layout changed to new company format
3	17 Sep 2021	Kurt Busuttill	Updated to include Operations Manager and removal of QHSSE Manager designation
4	25 Oct 2022	Kurt Busuttill	Inclusion of Flow chart to outline Management of Change Process Updated to reflect use of MoC log and operations meetings as medium to identify need for change. Addition of QHSSE Manager designation.

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**This flowchart shall be used by all Departments and updated by QHSSE
Department**

1 MEDICAL EMERGENCY RESPONSE FLOWCHART



MEDEVAC Response Summary for EXPATS

Medic – On Site-Response

Stabilize and provide initial treatment to the patient according to GYSBI protocols and assess further needs.

Contact international SOS Philadelphia Assistance Centre via the following contact numbers:

- **Primary (Philadelphia):** +1 215 354 2641
- **Secondary (London):** +44 20 8762 8008

Provide Project Membership Number: **Guyana Shore Base Inc./335OPA971991** and discuss the case with the coordinating doctor (CD).

Provide Patient particulars (Name, Nationality, Passport details, insurance details etc.) to the Assistance Centre.

Obtain Patient's consent for Internationals SOS to access patient medical records.

Forward the completed and signed Release of Medical Information Form (ROMIF), provided in Appendix I.



In-Transit Care Facilities

Follow up the first phone call with verbal and written updates, including patient movement to the pre-agreed **In-Transit Care Facility**.

- **Woodlands Hospital** – Tel: + 592 227 0355 / +592 2262024 / +592 223 7023 / +592 231 7024
Address: 110-111 Carmichael St. Georgetown, Guyana
- **St. Joseph's Mercy Hospital** – Tel: + 592 227 2075/ 72 / 73 / 74 / +592 223 5449 Hotline
Address: 130-132 Parade St. Kingston, Georgetown, Guyana
- **Dr. Balwant Singh Hospital** – Tel: +592 227 1087 / +592 226 5783 / +592 226 4279
Address: 314 East Street, Georgetown, Demerara-Mahaica, Guyana



Medic – First Phase evacuation Summary

Make pre-identified local transport asset (Medics Vehicle) and/or local transport providers (Sheriff Medical Ambulance Service) under GYSBI's control available for the **First Phase Evacuation**.

Ensure International SOS is in possession of the latest information related to First Phase Evacuation plan.

Manage and implement the First Phase Evacuation plan.

Prepare Patient's travel necessities including passport, other travel documents, clothes, etc.

Escalate internally, as appropriate.

Inform patient's next of kin, as appropriate.

Client contact Details – Authorizing Persons

AP1 Mark Clarkson – Senior Base Manager
Tel: +592 608 2822
Mobile: +592 608 2855
Email: gysbi.basemanager@gysbi.com

AP3 Kurt Busuttill – QHSSE Supervisor
Tel: +592 608 2898
Mobile: +592 608 2845
Email: gysbi.qhsse-supervisor@gysbi.com

Site Contact Details
Tel: +592 227 2381

AP2 Steve Clark – Senior Base Manager
Tel: +592 633 3099
Mobile: +592 608 2855
Email: gysbi.basemanager@gysbi.com

AP4 Andrew Dowson – QHSSE Supervisor
Tel: +592 608 2643
Mobile: +592 608 2845
Email: gysbi.qhsse-supervisor@gysbi.com

Medical Staffing: Medic
Tel: +592 608 2857
Email: gysbi.medic@gysbi.com

Actions and Responsible Personnel

Person	Action
All personnel	<ul style="list-style-type: none"> Report all injuries and medical emergencies to the Medic on 608-2857, Radio Yard Channel
Medic	<ul style="list-style-type: none"> Inform BM, QHSSE Supervisor Inform ERT to proceed to site of the incident Switch Radio channel to ERP Proceed to the site of the incident and provide First Aid Follow up on IP
Emergency Response Team	<ul style="list-style-type: none"> Switch to ERP Radio Channel Proceed to the site of the incident Follow instructions of Medic Annex: ERT Lead Provide initial first aid until Medic Arrives
Driver	<ul style="list-style-type: none"> Collect Medic & drive HSE pick up to the Site of the incident
QHSSE Supervisor	<ul style="list-style-type: none"> Proceed to the site of the incident & provide support If necessary, inform BM & Security of MEDEVAC
Base Manager	<ul style="list-style-type: none"> Proceed to the site of the incident & provide support If necessary, inform GM & Operations Manager of MEDEVAC
QHSSE Team Lead	<ul style="list-style-type: none"> Proceed to the site of the incident If necessary, contact Sheriff Ambulance Services. If unsuccessful, Woodlands Hospital Ambulance is to be called. If that proves futile, Guyana Fire Service Ambulance is to be called.
All Other Personnel	<ul style="list-style-type: none"> Continue normal operations and follow instructions of BM
Security	<ul style="list-style-type: none"> Stop the flow of traffic and clear Traffic routes for the ambulance

2 APPENDIX 1: RELEASE OF MEDICAL INFORMATION FORM (ROMIF)

International SOS Philadelphia
 Tel: +1 215 354 2641
 Fax: +1 215 354 2338
 E-mail: Philadelphia@internationalsos.com

AC/CLINIC

AUTHORISATION FOR RELEASE OF MEDICAL INFORMATION

PATIENT INFORMATION					
Print Name:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">First</td> <td style="width: 50%; text-align: center;">Last (surname)</td> </tr> </table>	First	Last (surname)		
First	Last (surname)				
Birth Date:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Day/Month/Year</td> <td style="width: 40%; text-align: center;">Case #:</td> </tr> </table>	Day/Month/Year	Case #:		
Day/Month/Year	Case #:				
TREATING PHYSICIAN IN COUNTRY OF ORIGIN: <i>(please fill in name, address, e-mail address and telephone number)</i>	TREATING PHYSICIAN IN CURRENT LOCATION: <i>(please fill in name, address, e-mail address and telephone number)</i>				
PURPOSE					
This authorisation is to authorise the collection, release, use, storage, processing, amendment and transferring of medical, travel and other personal data for the purpose(s) of providing assistance to me, including arranging medical treatment, assessing and paying and/or obtaining payment for that treatment and assistance; running International SOS' normal business and operations, and to comply with legal obligations and respond to emergencies such as those relating to public health ("Data Collection Purposes").					
AUTHORISATION OF DISCLOSURE					
I hereby authorise any organisation or person who has or may have information concerning me or my health to furnish International SOS Philadelphia, including the International SOS Group of Companies and/or their respective representatives and/or agents ("International SOS"), who are acting on behalf of Guyana Shore Base Inc., with:					
(a) all relevant medical information pertaining to my medical history (including any condition for which medical advice or treatment was sought, any form of consultation, investigation, prescription or treatment), it being understood that such disclosure must be compliant with applicable local rules, if any (which may where applicable restrict release to medical professionals only);					
(b) all relevant information pertaining to my employment history;					
(c) a medical certificate completed by any health provider which International SOS may require; and					
(d) travel information including all itineraries, ticket information and proof of payment documentation. (collectively known as "Personal Data")					
I understand that information related to sexually transmitted diseases, acquired immunodeficiency syndrome (AIDS), human immunodeficiency virus (HIV), genetic test results, behavioral or mental health services, and treatment for alcohol and drug abuse, shall not be disclosed unless: (i) required by law or (ii) I specifically authorise International SOS to make such disclosure by initialing here.					
<input style="width: 30px; height: 20px;" type="checkbox"/>					
CONSENT TO USE MEDICAL INFORMATION					
I consent to International SOS:					
(a) Collecting by using telephone recordings, electronic, paper or other means, processing and using my Personal Data for the Data Collection Purposes;					
(b) Subject to local legal requirements (which may where applicable prevent disclosure to non-medical personnel and/or restrict release to medical professionals only) disclosing my Personal Data to :					
(i) entities of Guyana Shore Base Inc., and/or of other International SOS entities or their respective representatives and/or agents, my personal representatives or family member involved in my care;					
(ii) the insurer or other entities which will be directly or indirectly responsible for or involved in payment of relevant medical and other costs,					
(c) Transferring my Personal Data outside Guyana, to and from my doctors in my country of origin, and to and from the doctors where I am currently being treated and to other territories that may not have the same level of personal data protection.					
AGREED AND ACCEPTED					

<p>I understand and agree that :</p> <p>(a) A copy of International SOS' Customer Personal Data Privacy Statement including information about my rights and instructions on how to fill a complaint and access, correct, restrict access to or delete my Personal Data may be obtained by writing to: Director of Assistance, International SOS or may be accessed through the International SOS website at www.internationalsos.com</p> <p>(b) I have the right to refuse to sign this authorisation, and that if I do refuse, International SOS may be prevented from or limited in providing the services described above and may not be able to assist me.</p> <p>(c) This authorisation expires one (1) year from the date of signature below.</p> <p>(d) If I sign this authorisation, I will have the right to withdraw/ revoke it at any time, except to the extent that action has been taken prior to receipt of the withdrawal/ revocation. If I wish to withdraw/ revoke this authorisation, I can write to the Privacy Officer at dpo@internationalsos.com.</p> <p>(e) This authorisation and my Personal Data will be kept no longer than is desirable for the purposes they were collected and, subject to applicable local law, will be destroyed in accordance with the periods set out in International SOS' policy on data retention (published at https://www.internationalsos.com/privacy).</p> <p>(f) A copy, including photostat, electronic or fax copy of this authorisation, shall be considered as effective and valid as the original and I have specifically authorised its use as such.</p>			
<p>_____ Signature Patient/Legal Representative/ Guardian</p>		<p>of</p>	<p>_____ Printed Name</p>
<p>_____ Date</p>		<p>Relationship</p>	<p>with Patient</p>

REVISION SUMMARY

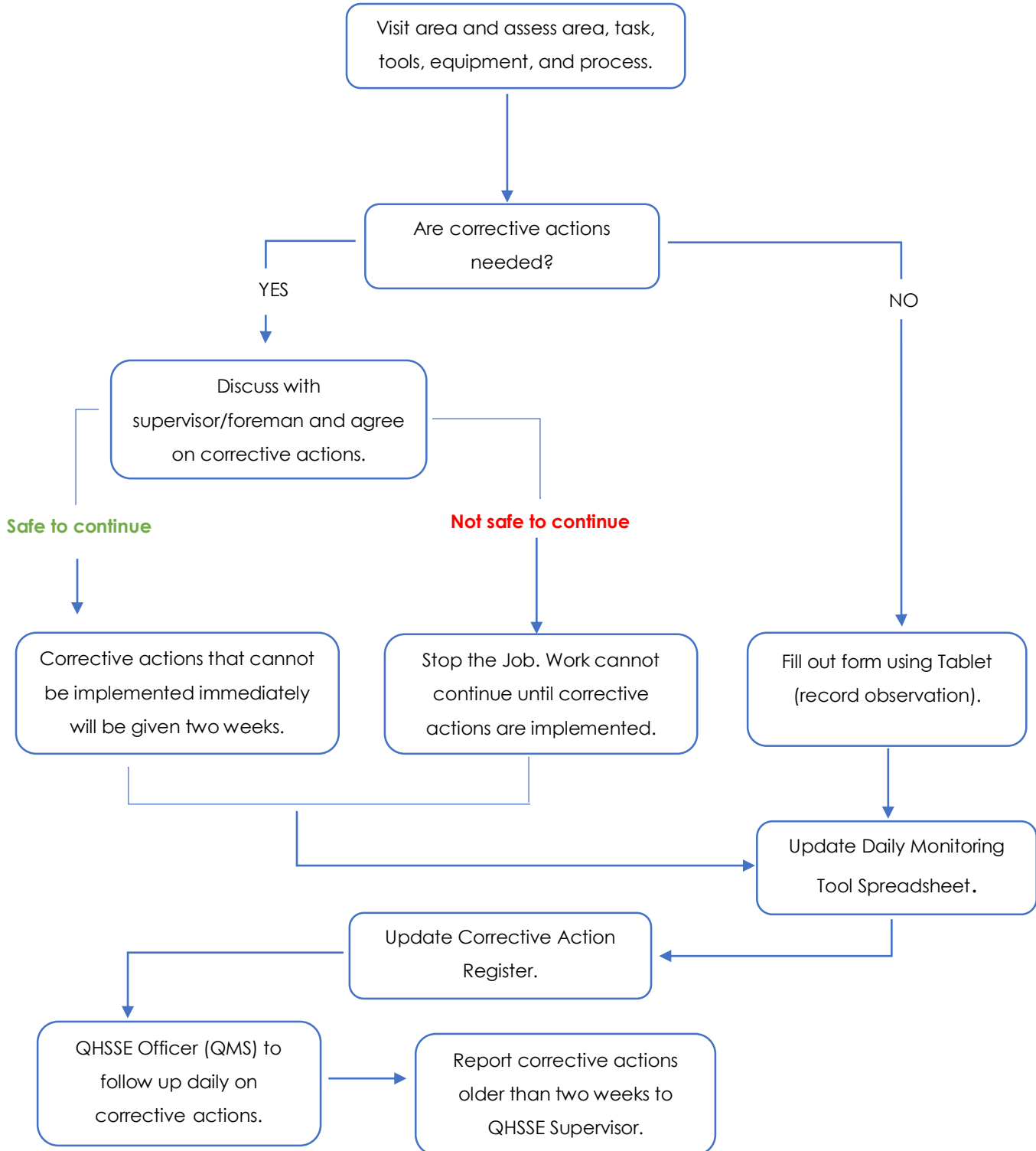
Revision	Date	Approved by	Summary of change
1	8 May 2020	Michael James Sean Hill	Initial release of document
2	13 Aug 2020	Michael James Sean Hill	Document layout changed to new company format
3	03 Jul 2021	Iain Martin Sean Hill	Modified flowchart to replace ISOS with Sheriff Medical Center.
4	17 Sep 2021	Kurt Busuttil	Updated to include Operations Manager and Removal of QHSSE Manager designation.
5	21 Mar 2022	Andrew Dowson	Inclusion of MEDEVAC Response Summary EXPATS and Release of Medical Information Form
6	24 Oct 2022	Kurt Busuttil	Modified flowchart to replace Sheriff Medical Center with Woodlands Hospital. Replace Kevin Black with Mark Clarkson as an Authorizing Personnel. Updated Document Number

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	<i>Revision Summary</i>	3

This flowchart is used and updated by QHSSE Department

1 MONITORING TOOL FLOWCHART



REVISION SUMMARY

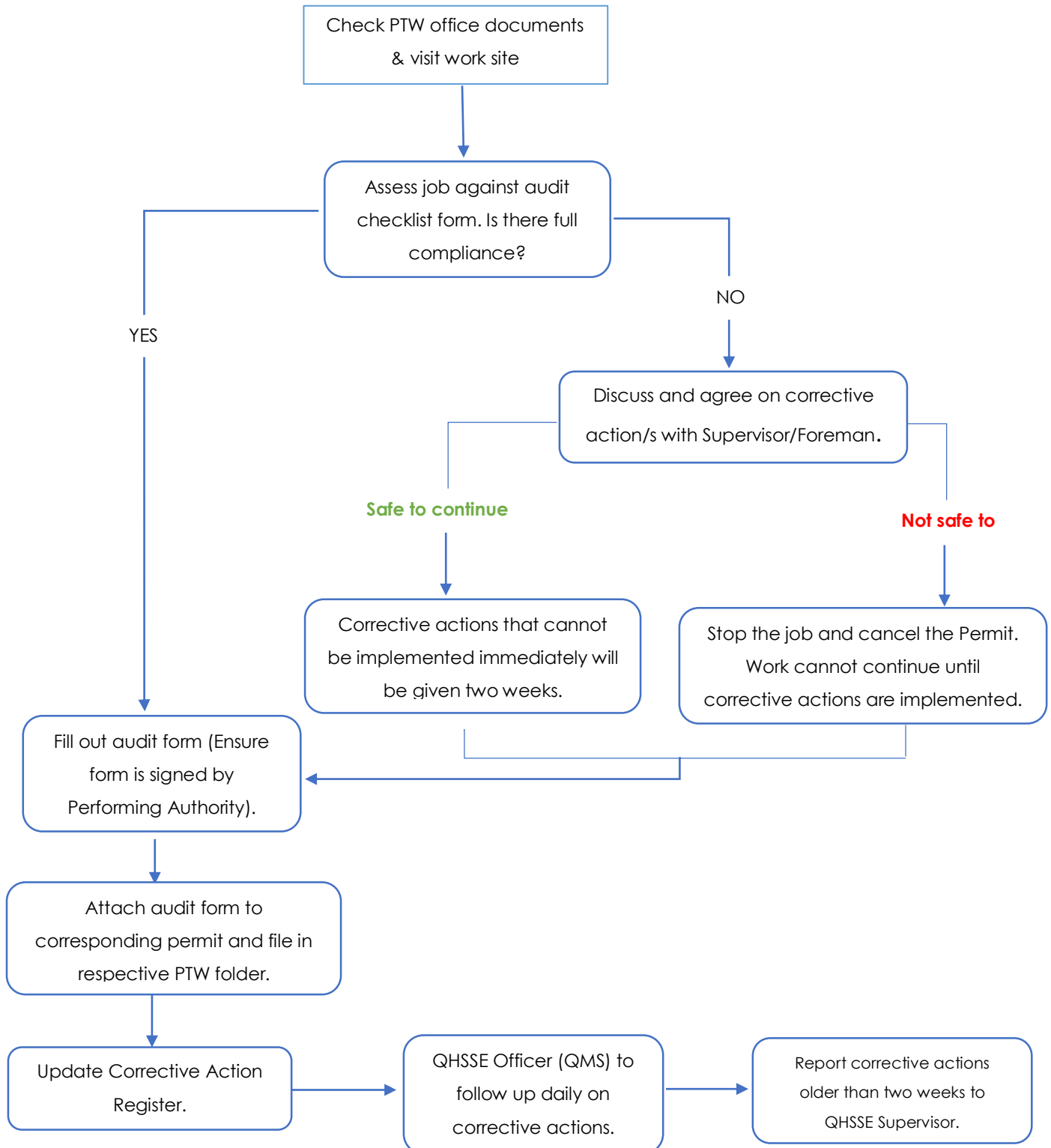
Revision	Date	Approved by	Summary of change
1	17 April 2020	Michael James Sean Hill	Initial release of document
2	13 August 2020	Michael James Sean Hill	Document layout changed to new company format
3	07 Jul 2022	Kurt Busuttill	Updated Document Number

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This flowchart shall be used and updated by QHSSE Department

1 PTW AUDIT FLOWCHART



REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	17 April 2020	Michael James Sean Hill	Initial release of document
2	13 August 2020	Michael James Sean Hill	Document changed to new company format

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This procedure shall be used and updated by QHSSE Department

1 INTRODUCTION

This procedure defines the Control of Work Permit to Work element process and requirements in detail, particularly in relation to the requirements of GYSBI Control of Work Standard, Site Operating Procedures and Projects QHSSE Procedures.

2 POLICY DETAILS

Scope

The scope of this procedure is applicable to all operations and construction related activity undertaken by: GYSBI, EEPGL & Subcontractors and Vendors at the Guyana Shore Base Inc locations (Shore Base, Industrial Estate and all GYSBI-related projects).

Responsibility

Issuing Authority

The Base Manager (Operations Issuing Authority) and Construction Project Manager (Construction Issuing Authority) or their delegated issuing authority are responsible for issuing PTW in their area of responsibility. They shall have a complete overview of all planned and ongoing activities in their area, to manage the risks, including any potentially conflicting simultaneous activities. They shall have detailed knowledge of the PTW System process.

The Issuing Authority is responsible for:

- Verifying that the PTW is filled correctly and that relevant certificates are in place.
- Authorizing all PTW;

-
- Ensuring the nature of the work and hazards are fully understood by involved parties;
 - To ensure in consultation with the performing authority that all safety precautions and any isolations required are clearly detailed on the Permit and associated certificates.
 - Request to Mechanic to verify that Mechanical Isolations are in place.
 - Request to Electrician to verify that Electrical Isolations are in place.
 - Ensuring worksite is safely prepared and all specified precautions on PTW Form have been taken by visiting worksite/workplace at the beginning.
 - To ensure worksite is examined to confirm safe & acceptable conditions on i) Work Suspension, ii) Prior to start work, iii) on returning to normal operation.
 - Ensuring that all permits are closed at the end of the shift;
 - To ensure precautions and isolations have been withdrawn and the system returned to normal operation prior to closing or cancelling a work permit.
 - To ensure that work permit is signed off by all authorities and equipment returned to operation on completion work.
 - When required, ensuring gas tests are undertaken by a competent person;
 - Verifying that every mechanical and electrical isolation associated to single PTW has been removed before cancellation of any isolation;
 - Ensuring that all relevant documentation is attached to the PTW;
 - All other works which would create a hazard, if undertaken at the same time, are suspended.
 - Will identify critical works and will ensure continuous supervision of critical works including follow-up by Permit Issuer on regular intervals.

Performing Authority (PA)

The Performing Authority (PA) is the responsible person for the activity being carried out under the permit. The PA's main duties are:

-
- Creating the Permit and identifying the hazards and control measures for the task being planned.
 - Participating in any Risk Assessment for the planned activity where required.
 - Ensuring that where other persons are involved in the task, they fully understand the scope of the work and the hazards and controls for the job by holding a pre-job safety toolbox meeting. This includes ensuring all the work parties sign off the worksite hard copy of the permit.
 - Ensuring supplementary controls are applied, including isolations and gas testing.
 - Ensuring that only work covered within the scope of the permit takes place.
 - Ensuring that lessons learned from the job are captured.
 - Ensuring that the worksite is kept in a clean and safe condition both during and upon completion of the job.
 - Ensuring adequate handovers take place at shift change and crew change periods.
 - Stops unsafe work.
 - Inspect PPE for suitability, condition and correct use prior to the commencement of the task and periodically during the activity.
 - Ensures all equipment/tools are inspected and fit for purpose.

Note: The same person cannot act as Performing Authority and Issuing Authority for the same task.

Authorized Gas Tester (AGT)

Authorized Gas Testers (AGT) are authorized to test for the presence of flammable vapors, toxic gases and oxygen as required in support of permit or Confined Space Entry certificates as requested by the issuing authority. Any hot work being conducted within 25ft of the fuel farm or fuel lines require continuous gas monitoring. For Confined space entry, the Authorized gas tester shall complete

the confined space entry certificate and declare that the confined space is gas free.

Isolating Authority (IA)

The Isolating Authority (IA) is responsible for isolating specific sections of plant or items of equipment to the highest quality and security of isolation which is reasonably practicable.

The IA is also responsible for demonstrating the integrity of the isolation to the Area Authority and Performing Authority and for monitoring the integrity of isolations whilst they are in effect and ensure the removal of isolations when the job is complete and prior to equipment start up.

The IA shall also witness the insertion of spades to achieve positive isolation when required.

The IA shall complete the relevant Isolation certificate, mechanical or electrical.

Only an individual listed as an Isolating Authority in the Guyana Shore Base Standing Instruction 003 is allowed to perform any isolation in GYSBI.

QHSSE Advisor

The QHSSE Advisor is responsible for:

- Providing advice and guidance on the use of the PTW system
- Ensuring that relevant risk assessments or JSAs are attached to the PTW;
- Monitoring the correct use of this procedure by performing daily verification on site.

Subcontractors Shall

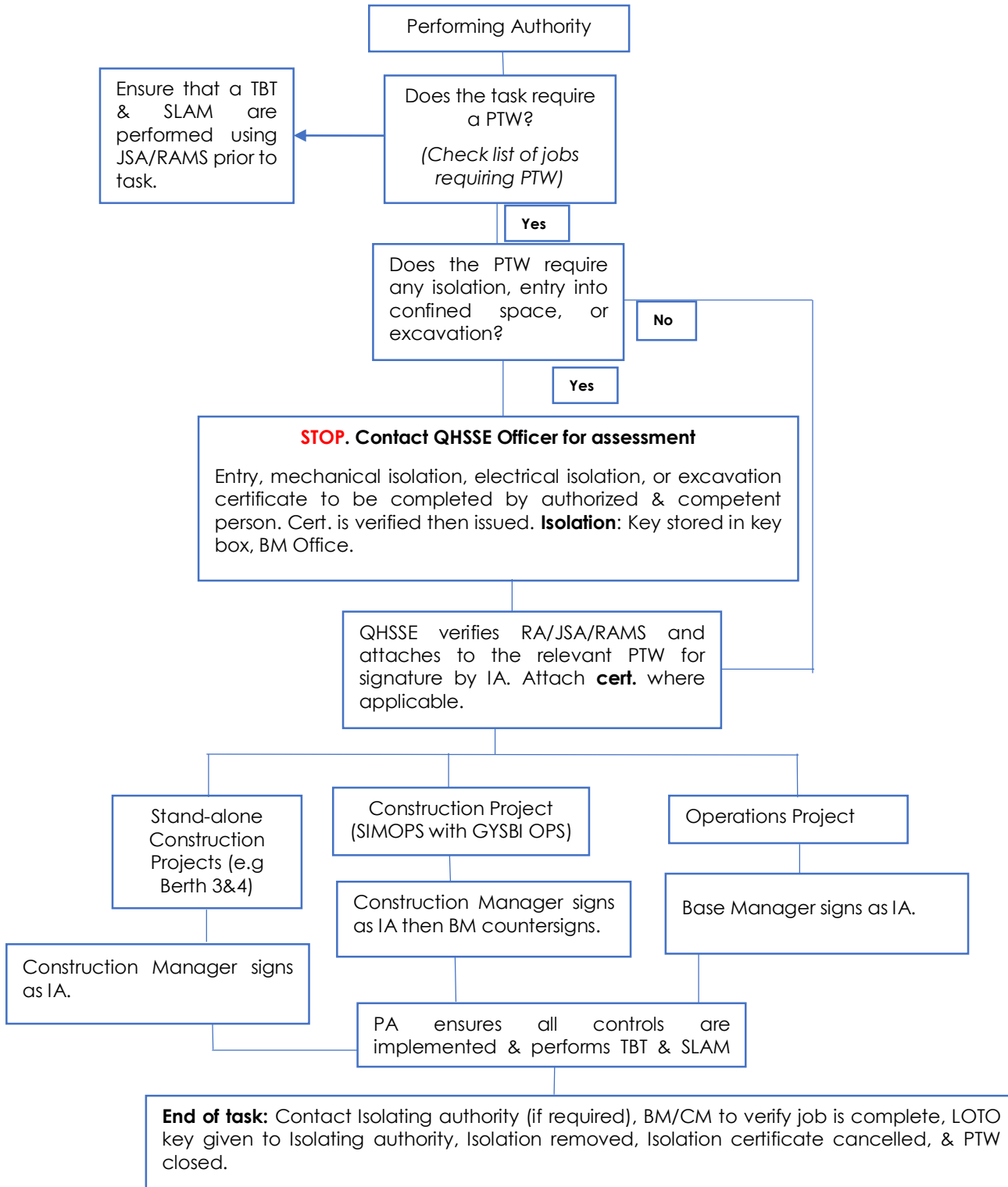
- Ensure adequate resources and arrangements are made to support this Procedure.
- Be responsible for ensuring their reporting employees comply with this procedure.

All Site Personnel

- Without exception, all site personnel shall have an individual responsibility to ensure that the PTW system operates correctly and that they comply with all its stated requirements where applicable.

3 PROCEDURE

When performing a work activity, the below process must be followed:



The list of activities which require a permit to work are listed in Appendix I.

Permits to Work are completed in the GOARC system by the Performing authority and assigned to the QHSSE advisor for review.

Isolations, Lock Out-Tag Out System

It is a system to ensure that dangerous machinery and equipment are properly shut off and not started up again prior to the completion of maintenance or servicing work. The keys of padlocks used for the isolations will be placed in a lock out key box. The lock out key box will be in the Base Manager's office or Construction Project Manager's office.

All isolation points will be identified by an isolation tag, which will be attached to the point of Isolation at the time when the isolation is applied by competent and trained person and removed when de-isolation takes place. All isolation/deisolation will be done only by personnel listed as an Isolation Authority in Standing Instruction 003.

Note: Before a permit to work is issued for maintenance work on the Schlumberger valves, manifolds or hardlines, the unit must be isolated using a line spade or blind flange. Evidence of this must be shown to the Issuing Authority before approval is given.

Distribution of Isolation Certificate

On receipt of the Permit to Work and/or Isolation Certificate, and appropriate padlock keys, the QHSSE Advisor shall place the padlock keys in the lock out box.

Removal of Isolations

When the QHSSE Advisor verifies that the work is complete, the isolations can be safely removed and will then:

1. Give the pad lock key.
2. The isolating authority will remove the isolation.
3. When the isolations have been removed, the isolating authority will verify and sign the certificate to close the isolation. This certificate will be assigned to the Issuing Authority to be signed.

Long Term Mechanical Isolation

Long Term Mechanical Isolation is an exception to the normal rules.

Each Permit to Work has a maximum duration of 12 hours and does not exceed over shift changes, however Long-Term Isolations may be authorized for a period of up to 4 months and need to be revalidated by the isolating authority every month.

Entry into Confined Space Certificate

A Confined Space Entry Certificate is used to specify the precautions that need to be taken to eliminate dangerous gas and fumes or prevent a lack of oxygen before a person is allowed to enter a confined space. The certificate shall confirm that the space is free from unsafe conditions.

Precautions shall be specified on the certificate to protect the atmosphere against the ingress of airborne contaminants from adjacent sources.

The Confined Space Entry Certificate shall be used together with relevant Permit to Work.

Excavation works

When a task involves excavation QH-017 Permit to work form will be completed indicating excavation works, to accompany this CO-017-Excavation Work Permit Form must be completed and supplied with the appropriate documentation that will allow the work to commence. This would include as a minimum, drawing that outlines existing utilities. Drawing to be attached with CO-17-Excavation Work Permit Form properly completed and signed.

Trained and competent personnel shall scan the area to verify and identify underground utilities. The individual who scans the area shall sign onto the CO-17-Excavation Work Permit Form. The CO-17-Excavation Work Permit Form shall remain active for the duration of the project.

If excavation depth is greater than 5ft, a soil analysis will be required to determine the appropriate protective system that will be utilized. A Competent Person shall be on site during trenching and/or excavating activities.

A rescue plan shall also be developed for any carried out in a trench/pit greater than 5ft.

Competency & Training

All roles identified in the PTW process shall have a defined level of competency as shown in Appendix II. Competence levels shall be checked regularly, and training and competency records kept and updated.

Training, including refresher training, shall be provided to ensure that the roles and responsibilities within the PTW Process are fully understood and standards of

competency are acceptable. All personnel will be trained & certified for their roles and responsibilities.

Training and competency records will be maintained for all personnel involved in the PTW process. This will include training received (including dates) as well as qualifications and certifications held. The records shall also include the due dates for refresher training and re-certification.

Training records will be retained by both the QHSSE department and the GYSBI Training Department.

Co-ordination and Prioritization of Simultaneous Activities

All work activities that are related and are likely to interact and influence one another shall be identified and the impact of the interaction understood. The planning, scheduling, and implementation of these shall be coordinated and priorities of execution defined by the Issuing authority. Where there are several subcontractors or work parties working on a site, arrangements shall be made for scheduling & work planning meetings with all parties to ensure adequate coordination of activities in line with GYSBI SIMOPS Procedure.

*SIMOPS – Simultaneous Operations

Work Permit Duration

A work permit shall be valid for maximum 12 hours which could cover the entire duration of a working shift (6:00hrs to 18:00hrs or from 18:00hrs to 6:00hrs). The work permit is not transferable; therefore, if the work will be continued by the next shift or another work group, a new work permit shall be issued to the new Permit applicant and authorized by the issuing authority.

Monitoring of Work

It must be ensured that all conditions detailed on the PTW have not been compromised and that work proceeds in a safe manner in accordance with the conditions stipulated. It is the issuing authority's responsibility to decide and provide the appropriate level of monitoring of work and maintain regular communication with those performing the work.

The issuing authority may delegate the responsibility for monitoring work but retains accountability for the PTW. A member of the QHSSE Team should be assigned to regularly visit the worksite to ascertain that the PTW conditions are being complied with by the workforce and to continually assess whether the original PTW still covers the work in progress.

To ensure that the above requirements are met:

- The QHSSE Advisor assigned to monitor the work must have the required competence to recognize when site conditions no longer comply with the PTW requirements.
- The person assigned to monitor the work must investigate any indication from the workforce that the work may be unsafe.

Status of Work Permits

The status of PTWs (including a register of associated isolations) shall be accurate, up to date and accessible by the QHSSE Advisor. This shall include a live PTW database showing the location of activities.

The QHSSE Advisor will monitor the status of all PTWs and ensure that associated registers for isolations, overrides and inhibits are maintained in an up-to-date condition.

Safe Work Site Conditions

During all project activities, with or without a PTW, effort must be made to continually ensure that the work areas are kept free of unnecessary materials, tools and personnel. Housekeeping responsibility shall be assigned, usually by the PA. This should cover all areas affected by the work.

On completion of the work activities, the PA shall ensure that:

- The area has been cleared of any tools, rags, debris etc.
- Fittings and equipment removed during the work are cleared and taken away for proper storage or safe disposal.
- The area has been cleaned as required and any spills and contaminants removed and disposed of safely.
- The work site shall be inspected by both the PA and QHSSE advisor and confirmed as being in a safe condition on completion of work. Upon satisfactory inspection of the work site the PTW shall be closed by signature from the issuing authority.

4 AUDITING/SELF-VERIFICATION

To maintain a consistently high standard of PTW Procedure application, it is essential that a program of regular auditing / self-verification be established. The audits should review and make recommendations for improvements on the correct application of the PTW Procedure, including all documentation, controls, training, and competency. Any discrepancies noted should be communicated to the site management with a requirement that corrective action plans are developed, and those actions are closed out in a timely manner.

APPENDIX I: LIST OF ACTIVITIES THAT REQUIRE A PERMIT TO WORK

- All hot work involving welding, burning, heating, any other spark producing activity generating an actual or potential source or ignition, except when done in the approval site workshop.
- Isolation/Override/Disabling/Removal of safety critical equipment/ systems.
- High pressure testing of equipment such as piping, vessels, manifolds/lines etc.
- Personal basket hoist operations.
- Work on electrical equipment in hazardous areas that can generate sources of ignition.
- Working on equipment which requires Energy isolation
- Working on equipment which requires Isolation from hazardous substances (hydrocarbon, flammable materials, toxic materials, etc.)
- Use of nitrogen
- Scaffold erection on site.
- All non-routine inspection & maintenance activity on critical equipment
- Commissioning of new machinery during routine operations.
- Handling materials weighing more than 90% of SWL of the lifting equipment.
- Work on / or near moving equipment where safety barriers and guards have to be bypassed / removed.
- Working at height
- Operations where heavy machinery (e.g. cranes, mechanical excavators, trucks etc.) which could pass over live hydrocarbon systems or come into contact with overhead power lines
- Any work generating ignition sources inside hazardous area.
- Confined Space Entry where there is a risk from toxic and hydrocarbon fumes or oxygen depletion.
- Work in contaminated or possibly contaminated atmosphere or in an atmosphere where TLV of a toxic gas is exceeding the acceptable limits.

- All operations involving X-ray, radioactive & explosives sources.
- Bulk Transfer
- Fluid discharge in GYSBI drains or the river
- Demolition
- Excavation (must be accompanied by CO-17 Excavation permit)
- Working over water
- All work performed by third party contractors
- Construction Activities
- Any other activities which deviate from regular procedures having potential for high risk where JSA alone cannot provide adequate risk mitigation.

NB: Any mechanical work being conducted in the Mechanical Workshop by the GYSBI mechanical team does not require a permit to work unless an isolation is required.

APPENDIX II: COMPETENCY & TRAINING REQUIREMENTS

Table 2 Competency & Training Requirements

ROLE QUALIFICATIONS	QUALIFICATIONS	EXPERIENCE	KNOWLEDGE	TRAINING
All site personnel:	Relevant to their particular trade	Previous experience relevant to shore base ops, large scale construction activities	Site specific rules including the Life Saving Rules	Induction Life Saving Rules PTW Awareness
Issuing Authority	No specific requirement	Control of Work in operations / construction environments. Working with subcontractors.	Ops /Project Regulations & Standards. Relevant knowledge of the Site and associated work activities.	Induction Life Saving Rules CoW & PTW awareness Issuing Authority Section
QHSSE Advisor	NEBOSH or Guyana recognized HSE qualification	3 – 5 years dependent of level 1, 2 or 3	GYSBI Ops / Project Regulations & Standards. Relevant knowledge of the Site and associated work activities. GYSBI HSE Management System	Induction Life Saving Rules Control of Work & PTW and other topics as defined in the training matrix
Performing Authority	Trade Qualifications Good level of English both	Relevant experience in in managing trade operatives	GYSBI Ops / Project Regulations & Standards.	Induction / Control of Work & PTW.

	written and spoken		Relevant knowledge of the work activity process	Life Saving Rules RAMS / JSA /Risk Assessment Lock out /Tag out
Authorized Gas Testers (AGT):	Good level of English both written and spoken	Previous experience	GYSBI Ops / Projects Regulations & Standards.	Induction Life Saving Rules Control of Work & PTW. Gas tester / Confined space
The Isolation Authority	Engineering Diploma or Technical Certificate (Electrical and/or Mechanical)	10 years	GYSBI Ops / Projects Regulations & Standards.	Lock out / Tag out Life Saving Rules

5 REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	-	-	-
2	-	-	-
3	6 April 2020	Michael James Sean Hill	-
4	13 Aug 2020	Michael James Sean Hill	Document layout changed to new company format
5	25 Aug 2021	Sean Hill	Updated to include excavation work and reference to permit CO-017 reference
6	28 Dec 2021	Andrew Dowson	Updated PTW Flowchart
7	27 Apr 2022	Kurt Busuttil	Updated PTW Flowchart to include project types
8	01 Jul 2022	Kurt Busuttil	Appendix 1, point #12- requirement for permit to work for handling loads changed from weighing more than 85% of SWL of lifting equipment to 90%.
9	20 Oct 2022	-	Updated: Scope to include offsite projects. Responsibilities section Use of the PTW system on GOARC Isolation Lockout/ Tagout section Excavation Section Training Records retention Work Permit Duration Appendix I and Appendix II- Isolation Authority Isolation of Schlumberger units during maintenance work Updated Document Number

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This procedure shall be used by all departments and updated by QHSSE Department based on QHSSE Policies

1 INTRODUCTION

Personal protective equipment (PPE) comprises a range of clothing and equipment which is worn by employees, contractors or visitors as appropriate to protect or shield their bodies from workplace hazards.

This document describes the appropriate PPE that each employee, contractor and visitor shall wear to prevent injury. It describes what is required, when and where it shall be worn.

This document does not address Ionizing Radiation or H₂S PPE. Should this or other Hazards arise within GYSBI operations requiring specialized PPE, it will be addressed later and added to this procedure.

It is mandatory for all GYSBI employees, contractors and visitors to wear PPE as prescribed in this document.

Minimum PPE required consists of:

- Coveralls, or a Hi-Vis Vest and clothing for managers to wear when not having Coveralls
- Hardhat
- Safety glasses with side shields
- Work boots
- Gloves

(Note: The full extent of PPE requirements shall be assessed by carrying out the appropriate TBRA/JSA).

2 PROCEDURE DETAILS

2.1 Definitions

JSA	a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation.
TBRA	a careful examination of what, in the workplace/environment, could cause harm to persons. It enables one to decide whether enough precautions have been taken or what should be taken to prevent harm.
H ₂ S	Hydrogen sulfide - a colorless, flammable, extremely hazardous gas with a “rotten egg” smell.
Hi-Vis	High Visibility - any clothing worn that is highly luminescent in its natural matt property or a color that is easily discernible from any background.
Physical Work Duties	Executing a manual task that requires bodily force. Example: lifting an object, climbing to height, directing/operating machinery, strapping of loads, construction activities, maintenance work, etc.

2.2 Responsibilities

All operatives and contractors are to strictly follow the requirements of this procedure whilst working on site. Failure to comply will result in irrevocable removal permanently from all GYSBI locations.

The QHSSE team shall provide guidance and advice on the implementation of this procedure.

2.3 PPE Exceptions

GYSBI employees, contractors, visitors etc., will not be required to wear PPE inside buildings or enclosed vehicles.

PPE is not required when walking to/from an enclosed motor vehicle to a building provided the parking space is close to the building and not in an operations area.

Emergency response team personnel, Fire Dept, Military & Law Enforcement are exempt from standard PPE when responding to an incident. The PPE requirements will be determined by the On-Scene Commander/QHSSE Supervisor.

Managers, whose typical working location is office are exempt from coveralls but must wear Hi-Vis Vests instead. Management and visitors touring the base and not engaged in physical work duties are exempted from wearing coveralls.

2.4 GYSBI Employees

All GYSBI employees, including supervisory staff, shall be provided with PPE based on the level of risk.

For inclement weather, employees who work outside shall be furnished with waterproof clothing.

2.5 Contractors & Visitors

Contractor employees are required to wear PPE in the same circumstances as GYSBI employees.

At own expense, visitors entering GYSBI facilities are expected to furnish their own PPE.

2.6 Green Hat Policy

All GYSBI & contract employees shall wear **Green Hats** under the following circumstances:

Where the employee is new to the organization – for a period 6 months.

All infrequent, short-term visitors e.g. management, VIP's regardless of when they were last on site

Note: Before switching to white hats an assessment shall be carried out by the shift QHSSE Supervisor, where same shall ensure employees understand the site, and are aware of access & egress points, Muster Points, emergency procedures, emergency shutdown points, fire alarms and firefighting equipment.

3 PPE REQUIREMENTS

3.1 Coveralls

Coveralls shall be utilized by any person on the base conducting physical work duties.

Coveralls - Color: Blue with Hi-Vis stripes

At a minimum, fabrics shall be the equivalent of tropical 4 oz./yard or equivalent. With multiple bands of reflective trim. There should be 1 band around each arm and 1 band around each leg with GYSBI logo rectangle tag on the right chest above pocket.

Coverall shall meet ANSI 107-2010 approved standard.

(Note: Elastic Reflective Belt-Safeguard does not meet the requirement of ANSI 107-2010 Standard and is not reflective of a PPE).



Coveralls shall be worn by all GYSBI operational personnel. A Hi-Vis Vest may be required e.g. Banksmen.

3.2 Eye and Face Protection

All personnel shall wear safety glasses, conforming to approved personal eye protection standards, with side shields or goggles (see below).

Where required, prescription safety glasses with side shields should be worn. GYSBI employees will be allowed one pair of prescription safety glasses at company cost.

Tinted type **safety glasses** may be worn from dawn to dusk only.

Eye protection is not required when operating or riding in an enclosed vehicle.

Note: If the window is open the vehicle is no longer enclosed and minimum eye protection is required.

Contact lenses may be worn under approved safety glasses

A basic impact approved **face shield** over **safety glasses** is required for the following tasks:

- High pressure water blasting

- When using a grinder or powered wire wheel

- Chipping or hammering that could result in flying fragments or debris

- Handling and sampling of acids, caustics & other corrosive chemicals

Basic impact approved goggles shall be worn for the following tasks:

- Working in a dusty environment

- Mixing cements or other dusty materials

- Handling or working around materials that generate excessive dust

- As determined in the pre-job risk assessment.

To protect against direct gas welding light or reflected rays in confined spaces, filter lens burning goggles shall be worn. To protect against indirect arc rays when assisting welders, dark green plastic cover goggles shall be worn.

When arc welding, filter lens, arc welding shields/hoods over safety glasses shall be worn.



Required Features:

General Purpose Safety Spectacle - Conforming to EN 166.1.F / ANSI Z87+ - Clear Polycarbonate anti-scratch lenses (with side shields). Dark versions may be used outside of buildings and during daylight hours only.

Safety Over Spectacle – Conforming to EN 166.1.F / ANSI Z87+ - Clear Polycarbonate anti-scratch lenses (with side shields)

Safety Goggles – Conforming to EN166.1.B.3.4.9 / ANSI Z87+ - Dust and Liquid protection Indirect Vent Goggle with Ant-mist

Safety Face Shields - Conforming to EN 166.1.F / ANSI Z87+ - Clear Polycarbonate anti-scratch shield

Prescription Safety Glasses- ANSI Z87 prescription safety glasses which provide impact, splash, dust and optical radiation protection, Shatterproof lenses, Side Protection, Clear/dark lenses for day and night shift, UV protection, Scratch Resistant Coating

3.3 Head Protection

Required Features: General Safety Helmet (Hard Hat) conforming to safety requirements for Industrial head protection LT (Low Temp), HT (High Temp) ANSI/ISEA Z89.1 - 2014, Type 1, Class E/BS EN 397

GYSBI Standard issue Hard Hat – MSA V-Gard®

- Colors – Green and White



(Pictures for illustration only)

Each employee shall be furnished with a protective helmet by the company in White or Green, referred to above, and in accordance with the Green Hat Policy. The employee must make sure the fit is good and the suspension should be inspected before use.

Hard hats must be worn with the bill forward unless under a welding helmet. Chin straps must be worn when working at height and in high winds.

Employees working on electrical equipment must wear a protective helmet designed to reduce electrical shock hazards ANSI/ISEA Z89.1 - 2014, Type 1, Class E with the same required features stated above.

GYSBI issued Safety Helmets will have the company name at the front of the helmet and no other stickers or similar attached.

Hard hats shall be replaced after being subjected to impact, struck by a falling object, extreme heat and in any case every two (2) years.

Hair Length Requirements – Long hair around Machines and Equipment:

Employees are required to cover and protect long hair to prevent it from getting caught in machine parts such as belts, chain, and rotating parts.

Employees are also encouraged to pay close attention to work pieces that have slots or other surface profiles that may increase the risk of entanglement. 'Primary Personal Protective Equipment Standards'. Title 29 of the Code of Federal Regulations, Part 1910 Subpart 1.

Hair length with the potential to be caught in Machines, Slings, CCU's, should be securely fastened, using hair net, soft caps, ponytails. Extremely long hair (dreadlocks, braids) can be tied up in a knot or bun, and a hair net or wave cap can be used to support same.



Dreadlocks tied up in a Knot

3.4 Hand Protection

The number of applications for which hand protection must be provided is too extensive to list. In general, protection shall be provided wherever there is a hazard. A comprehensive list of hazards must be compiled for each workplace and suitable hand protection obtained for each process.

Gloves shall also be worn when there is a potential for hand injury, such as climbing ladders, closing toolboxes, picking up trash, etc. Personnel are encouraged to carry gloves whenever standard PPE are worn.

Gloves will be selected based on the material being handled, the hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations. For general work, the minimum specification is cotton general duty work glove, to protect the hand from cuts. All employees, contractors and visitors are required to select and wear the proper gloves for the types of hazards expected in performing a task.

It is acceptable to work without gloves on jobs requiring a greater amount of dexterity than a gloved hand would allow. However, a pre-task risk assessment must be completed prior to beginning work.

Some examples of specialized protective gloves are:

- Chemical Protective
- Thermal Protective
- Abrasion Resistant
- Fire Fighting

Gloves may create a hazard when worn around revolving tools or machinery. The pre-task risk assessment should consider whether gloves are appropriate.

The following types of glove should be used under most circumstances on the

Shore base: BS EN 388 or ANSI 105-2016



General use



Chemical handling



Wash bay

Features:

General Purpose Safety Gloves - Conforming to ANSI/ISEA 105:2011

Chemical Protection Gloves - Conforming to ANSI/ISEA 105:2016, Level 1- For applications less than 176 degrees Fahrenheit/80 degrees Celsius.

3.5 Foot Protection

For general use a good grade of work boot is the minimum standard. Footwear shall have a protective safety-toe (such as steel toed or non-metallic toe cap) meeting the requirements of ASTM F2413-05 / BS EN 345 -1

Required Features as a minimum:

Fitted snugly to the feet via laces, zippers, other securing mechanism, or slip on.

Dual density polyurethane anti-static sole.

Pierce resistant steel midsole.

200 Joule Toe Cap Protection

Off-set heel.

Ankle protection (AN)

When working near electrical equipment, non-conductive footwear or overshoes should be worn.

Chemical protective foot protection will be worn when working with chemicals.



(Pictures for illustration only)

Unacceptable footwear includes:

Athletic style shoes, flat soled shoes without an offset heel, open toed shoes, crepe soled shoes, tennis shoes, sneakers, canvas type shoes, sandals, high heeled shoes, clogs or shoes with metal taps are unacceptable in any Process, Maintenance, Warehouse, Field area.

3.6 Hearing Protection

Line Managers shall consult with the QHSSE Team in selecting hearing protection devices with appropriate noise reduction ratings.

Features	Disposable Foam Earplugs to Protect Against Long-term Exposure - SNR
	Testing according to ANSI S.3.19-1974



3.7 Respiratory Protection

Some tasks may require the use of Respiratory Protection Equipment (RPE). The most common on site is the use of Dust Masks. When handling chemicals which produce excessive airborne vapors or fumes, a Respirator may be required. The Respirator and its filter/cartridge are to be selected for filtering the appropriate contaminants (refer to 4.5 Cartridge and Filter reference chart) and shall not be used in oxygen deficient atmospheres. Consult the SDS and produce a COSHH risk assessment to confirm the type of RPE required.

Features of Respirators should conform to ANSI Z88 Standards.



Respirators



Dust Masks

3.8 Chemical Handling

Personnel handling chemicals need body protection against splashes and droplets, which will be identified as one or more of the control measures after conducting a COSHH assessment.

They should wear protective clothing (suits or aprons) manufactured from materials conforming to BS EN 465 (spray tight connections), BS EN 466 (liquid

tight connections) or ANSI 101-2014 (basic liquid chemical protection), depending on the risk identified by the assessment. Refer to This should include an assessment of the chemical breakthrough times of the product.



3.9 Harnesses / Lifejackets etc.

Working at height may require the use of a safety harness. On site a variety of harnesses are used for different purposes. Working at a height without adequate handrails or in a Mobile Elevated Work Platform (MEWP) will require a double lanyard / single block harness.

Features should conform to ANSI Z359.11-2014 standards or equivalent.



Double lanyard/single block

Lifejackets are required for use on the wharf when using the gangway to access/egress a vessel or when working beyond the yellow line at the wharfs edge.

Below is the recommended life jacket for work use.



Standard: AS 4758 or ISO 12402: level 275, level 150, level 100 or AS 1512.

Level 100 and higher lifejackets provide a high level of buoyancy and are:

Approved for use in unprotected waters.

Fitted with head and neck support.

Designed to keep you in a face up floating position.

Manufactured using high-visibility colours.

Suitable for offshore and general boating in all waters.

4 MAINTENANCE AND REPLACEMENT OF PPE

4.1 PPE Issuance

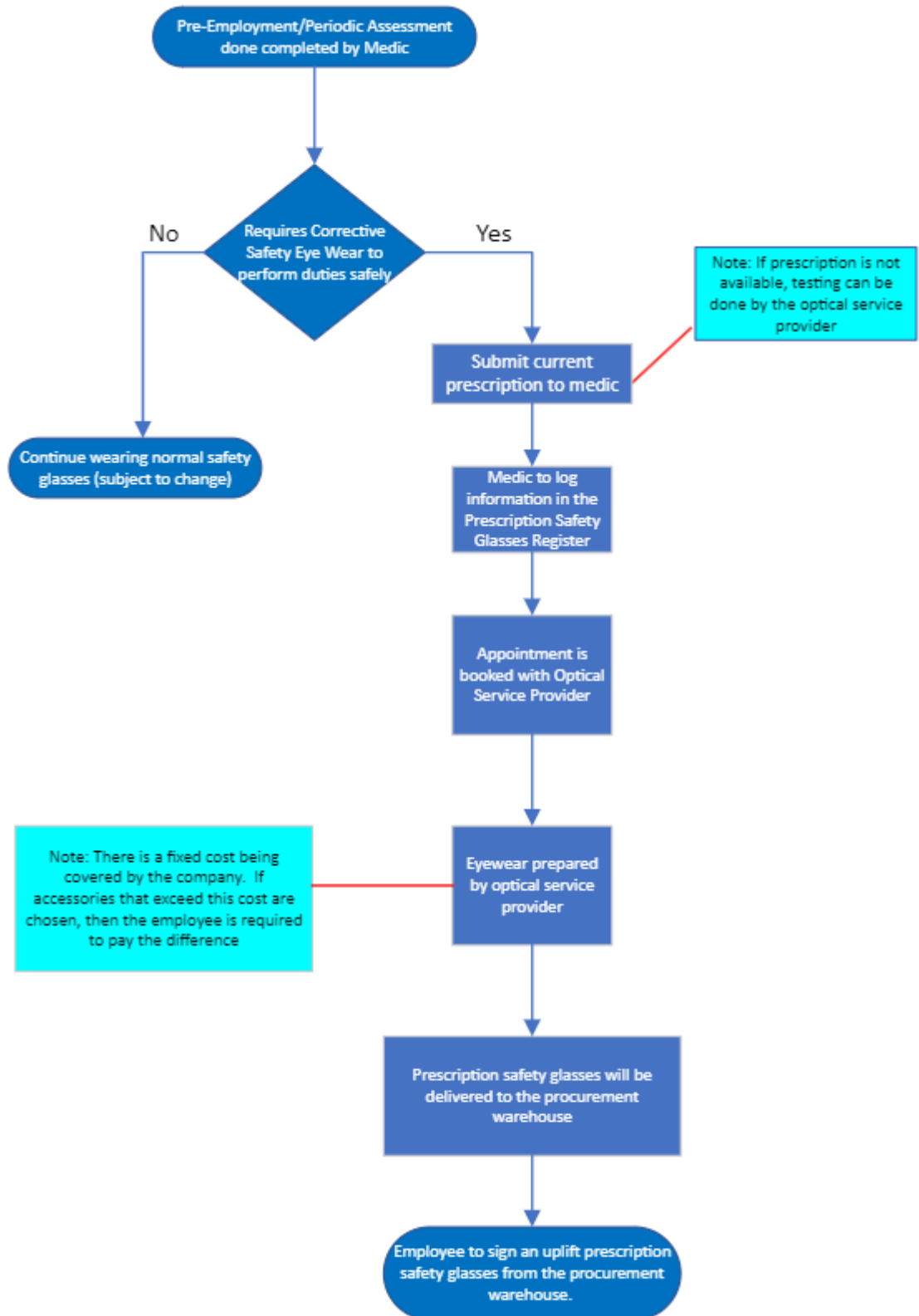
As a minimum requirement, the manufacturer's recommendations for replacement periods and shelf life of equipment must be adhered to.

Operatives are required to show 'proof of need' to the storekeeper when requesting new PPE. The old PPE will be handed in before new is issued.

Prescription safety glasses will be replaced if damage occurs due to work activity or when its functionality decreases due to time. When not in use, prescription glasses shall be stored in protective casing, and cleaned as directed by manufacturer. Staff resigning within six months of being issued prescription safety glasses are liable to repay the cost expended by the company.

Prescription Safety Glasses will be issued as follows:

Prescription Safety Glasses Flow Chart



ADDITIONAL INFORMATION

For any queries please contact:

Dr Michele Ming BSc (Hons), MCOptom. (UK), FAAO (USA)

Optometrist/Contact Lens Specialist

225-4395 Office / 623-4283 Mobile

To book appointments:

mingsoptical25@gmail.com

Days, time, and number of persons per day at each location:

<p>Georgetown Tues, Wed, Thurs, Fri. 2 Pts. @ 13:00h 2 Pts. @ 13:30h 2 Pts. @ 14:00h 2 Pts. @ 14:30h <u>Total 8 persons daily × 4 days</u></p>	<p>Parika Tues and Thurs 2 Pts. @ 12:00h 2 Pts. @ 12:30h 2 Pts. @ 13:00h 2 Pts. @ 13:30h <u>Total 8 persons daily × 2 days</u></p>	<p>Mon Repos Wed and Sat 10:00h to 13:00h <u>6 persons daily × 2 days</u></p>
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Every GYSBI employee will receive an annual issue of PPE as follows:

Coveralls	4/year
Safety Glasses / Over-glass	4/year
Prescription Safety Glasses	As required/ as needed
Safety Boots	1pr/year
General Purpose Gloves	4/year
High Visibility Vest	1/year
White Hard Hats	1 every 2 years
Green Hard hats	Exchanged to White after 6 months

NOTE:

The above is meant to provide some control over the issuance of PPE and is based on lifetime expectancy. It is understandable that conditions can arise that will warrant issuance before the timelines stated e.g., wear and tear, unexpected damage, incidents, theft, etc. When assigned tasks, workers will be given the appropriate PPE to work safely.

4.2 PPE Requisition

Refer **SC-PR-006 Issuing PPE Procedure** and **SC-FO-012 PPE Requisition Form**

4.3 PPE Distribution Matrix

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENT MATRIX

D U T I E S	COVERALLS	RAIN SUIT	HARD HAT	SAFETY BOOTS	LONG BOOTS	GENERAL PURPOSE PROTECTIVE GLOVES	HEAT / CHEMICAL RESISTANT GLOVES	SAFETY GLASSES	FACE SHIELD	DISPOSABLE EAR PLUGS	SUN VISOR	HIGH VISIBILITY VEST	LIFE JACKET	GREEN APRON	ANTI-DUST MASK	TYVEK SUIT	ANTICHEMICAL GLOVES	RESPIRATOR	DISPOSABLE GLOVES	WELDERS GLOVES
	MAINTENANCE STAFF	X	X	X	X	X	X		X	X	X	X	X	X		X	X		X	
LOAD HANDLERS	X	X	X	X	X	X		X	X	X	X	X	X		X					
WASHBAY ATTENDANTS	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X			
WATERBUNKERING	X	X	X	X	X	X		X		X	X	X	X		X		X	X	X	
SUPERVISORS	X	X	X	X	X			X			X	X								
BASE MANAGERS	X	X	X	X	X			X			X	X								
CLERICAL STAFF		X	X	X	X			X			X	X								
ADMINISTRATIVE STAFF		X	X	X	X			X			X	X								
JANITOR		X	X	X	X			X			X	X			X		X		X	
MECHANIC	X	X	X	X	X	X		X		X	X	X			X	X	X			
ELECTRICIAN	X	X	X	X	X	X		X		X	X	X			X					
CONSTRUCTION STAFF	X	X	X	X	X	X		X	X	X	X	X	X		X					X
CRANE OPERATOR	X	X	X	X	X	X		X			X	X			X					
FORK-LIFT OPERATOR	X	X	X	X	X	X		X			X	X			X					
SITE DOCTOR		X	X	X	X			X			X	X								
TRUCK DRIVERS	X	X	X	X	X	X		X			X	X			X					
SAFETY OFFICER	X	X	X	X	X			X			X	X			X					
DRIVER	X	X	X	X	X			X			X	X			X					

4.4 Standards for PPE

PPE	STANDARD
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Footwear	
Safety Boots (steel toed)	ANSI Z41 BS EN 345 -1 EN ISO 20345
Long Boots (steel toed)	ANSI Z41 EN345 EN ISO 20345
Coveralls	
GYSBI Coverall	ANSI 107-2010 EN ISO 20471
Tyvek Suits	ANSI 101-2014 BS EN 465, BS EN 466
Clothing	
Hight Visibility Vest	ANSI 107-2010 EN ISO 20471
Rain Suits	ANSI/ISEA 107 Type O, Class 1
Life Jackets	AS 4758 or ISO 12402
Head and Face protection	
Safety Glasses and Over Glass (clear and dark)	ANSI Z87+ EN 166.1.F
Face Shields	ANSI Z87+ EN 166.1.F
Ear Plugs	ANSI S3.19 EN 352-2
Hard Hat	ANSI/ISEA Z89.1 BS EN 397
Respirators	ANSI Z88
Dust Masks	EN 149
Hand Protection	
General Use Gloves	ANSI 105-2016 BS EN 388
Chemical Resistance Gloves	ANSI 105-2016 BS EN 388
Welders Gloves	ANSI Z49.1 EN 12477
Other Equipment	
Safety Harness	ANSI/ASSE Z359 EN 361, EN 1497, EN 358
Apron	ANSI 103-2010 ISO 13998

4.5 Cartridge and Filter Reference Chart

CARTRIDGE AND FILTER REFERENCE CHART			
CARTRIDGES AND FILTERS FOR AIR-PURIFYING RESPIRATORS			
Part No.	GAS AND VAPOR CARTRIDGES		Label Color
75SC		Defender™ Multi-Purpose Cartridge: Organic Vapor, Ammonia, Methylamine, Formaldehyde and Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Sulfide [escape], Hydrogen Fluoride, Chlorine Dioxide)	Olive
N75001		Organic Vapor Cartridge	Black
N75002		Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide) and Formaldehyde Cartridge	White
N75003		Organic Vapor and Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide) Cartridge	Yellow
N75004		Ammonia and Methylamine Cartridge	Green
N750052		Mercury Vapor and Chlorine Cartridge with End-of-Service-Life-Indicator (ESLI) for Mercury Vapor	Olive
COMBINATION GAS AND VAPOR CARTRIDGES WITH P100 PARTICULATE FILTERS			
75SCP100		Defender™ Multi-Purpose Cartridge and P100 Particulate Filter: Organic Vapor, Ammonia, Methylamine, Formaldehyde and Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Sulfide [Escape], Hydrogen Fluoride, Chlorine Dioxide) with a P100 particulate filter (99.97% minimum filter efficiency) for all particulates	Olive and Magenta
7501P100		Organic Vapor Cartridge with a P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	Black and Magenta
7502P100		Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide) and Formaldehyde Cartridge with a P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	White and Magenta
7503P100		Organic Vapor and Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide) Cartridge with a P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	Yellow and Magenta
7504P100		Ammonia and Methylamine Cartridge with a P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	Green and Magenta
75052P100		Mercury Vapor and Chlorine Cartridge with End-of-Service-Life-Indicator (ESLI) for Mercury Vapor, with a P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	Olive and Magenta
PARTICULATE FILTERS			
7500P100		P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	Magenta
75FFP100		Pancake: Low Profile P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	Magenta
7535FFP100		Pancake Filter Assembly. Low Profile P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates. Filter Assembly includes 5 pair 75FFP100 and 1 pair N750035 adapters for use with air-purifying gas and vapor cartridges (except Defender™)	Magenta
75FFP100NL		Pancake with odor relief: Low Profile P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates; with odor relief from nuisance levels of organic vapors, acid gases and ozone	Magenta
7506N95		N95 Non-Oil Particulate Filter (95% minimum filter efficiency) for non-oil based aerosol particulates	
7531N95		N95 Filter Assembly. Includes 1 pair each of 7506N95 filter; N750015 filter holder and N750027 filter cover	
7506N99		N99 Particulate Filter (99% minimum filter efficiency) for non-oil based aerosol particulates	
7531N99		N99 Filter Assembly. Includes 1 pair each 7506N99 filter, N750015 filter holder and N750027 filter cover	
7506R95		R95 Particulate Filter (95% minimum filter efficiency) Note: R class filters are limited to 8 hours of use in environments with oil based aerosol particulates	
7531R95		R95 Filter Assembly. Includes 1 pair each of 7506R95 filter; N750015 filter holder and N750027 filter cover	
ACCESSORIES			
N750035		Adapter for assembly of 75FFP100 and 75FFP100NL Pancake Filters to gas and vapor cartridges, (except Defender™)	
N750015		Filter Holder	
N750027		Seal Check/Filter Cover	
N750029		Shower Cap for 7500P100 Filter	

CARTRIDGES AND FILTERS FOR POWERED AIR-PURIFYING RESPIRATORS			
GAS AND VAPOR CARTRIDGES			
4001		Organic Vapor Cartridge	Black
4003		Organic Vapor, Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide, Hydrogen Sulfide) and Formaldehyde Cartridge	Yellow
4004		Ammonia and Methylamine Cartridge	Green
COMBINATION GAS AND VAPOR CARTRIDGES WITH HEPA FILTERS			
4001HE		Organic Vapor Cartridge with HEPA (High Efficiency Particulate Air-purifying) filter, (99.97% minimum filter efficiency) for all particulates	Black and Magenta
4003HE		Organic Vapor, Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide, Hydrogen Sulfide) and Formaldehyde Cartridge with HEPA (High Efficiency Particulate Air-purifying) filter, (99.97% minimum filter efficiency) for all particulates	Yellow and Magenta
4004HE		Ammonia and Methylamine Cartridge with HEPA (High Efficiency Particulate Air-purifying) filter, (99.97% minimum filter efficiency) for all particulates	Green and Magenta
HEPA (HIGH EFFICIENCY PARTICULATE AIR-PURIFYING) FILTER			
40HE		HEPA (High Efficiency Particulate Air-purifying) filter, 99.97% minimum filter efficiency for all particulates	Magenta
CANISTERS AND CARTRIDGES FOR GAS MASKS			
40CBRN		CBRN CAP1 Canister: Chemical, Biological, Radiological and Nuclear, Capacity 1 (16 minutes minimum usage). Challenge agents: Mustard, Sarin, Ammonia, Cyanogen, Chlorine, Cyclohexane, Formaldehyde, Hydrogen Cyanide, Hydrogen Sulfide, Nitrogen Dioxide, Phosgene, Phosphine, Sulfur Dioxide, P100 particulate filter (99.97% minimum filter efficiency) for all particulates including biological, radiological and nuclear	Olive
40RCP100		Responder and Riot Control Cartridge: Tear Gas (Chloroacetophenone [CN], Chlorobenzylidene malononitrile [CS] and Acid Gas (Chlorine, Hydrogen Chloride, Hydrogen Fluoride, Hydrogen Sulfide (escape), Sulfur Dioxide) with P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates including biological, radiological and nuclear	Olive and Magenta

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	23 Sep 2020	Sean Hill Iain Martin	Initial release of document
2	15 Dec 2021	Andy Dowson	Included: Elastic Reflective Belt-Safeguard does not meet the requirement of ANSI 107-2010 Standard and is not reflective of a PPE. Banksman only to wear reflective vests over coveralls. Replaced PPE Requisition with appropriate references to procedure and form.
3	25 Apr 2022	Kurt Busuttil	Included: Issuance of Prescription Safety glasses, use and specifications.
4	27 Jun 2022	Kurt Busuttil	Flow chart for issuance of Prescription Safety glasses updated
5	27 Jul 2022	Andy Dowson	Included: Hair length requirements – Long hair around machine
6	26 Oct 2022	Kurt Busuttil	Included: Requirement of coverall for any person conducting physical work duties. Updated Document Number

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1 INTRODUCTION

Guyana Shore Base Inc. (GYSBI) recognizes the importance of supporting its Employees in a way which promotes and sustains, positive, productive and safe working environments.

2 PURPOSE/DETAILS

To ensure that relevant QHSSE information is communicated via QHSSE meetings and notices and a commitment to safety is demonstrated at all levels within the Operations Supply Base.

3 REFERENCES

- [QH-FO-013 – Toolbox Talk Attendance Form](#)
- [QH-FO-036 – QHSSE Meeting Minutes form](#)
- [QH-FO-057 – S.L.A.M \(Stop, Look, Assess, Manage\) Card](#)
- [QH-FO-072 – Management of Change Log](#)

4 PROCEDURE

QHSSE Communication

QHSSE Communication shall encompass multi-layered formal and informal means of sharing relevant information via:

- Daily Pre-Job/Pre-Tour Meetings
- Weekly Operations Meetings
- Weekly QHSSE Site Safety Meetings

-
- Toolbox talk meetings
 - Monthly Safety Committee Meetings
 - Notice Boards
 - Other means of communication e.g., Share Point, GOARC, Lessons Learnt, Posters, Emails, Safety Inductions.

Verbal communication is a vital tool to promote health, safety and environmental management effectively. All verbal, visual and written communications require to be clearly understood for those communications to be effective, therefore it is essential that all communications be in English.

QHSSE meetings shall be used as a two-way forum in which information shall be conveyed by management, supervision, or delegate with operative's questions on Health, Safety and Environmental issues answered.

QHSSE meetings shall be used by the management and supervision teams as a tool to assess the effectiveness of GYSBI policies and procedures along with the standards of morale that these generate.

Daily Pre-Job/Pre-Tour Meetings

Pre-Job/Tour meetings shall be conducted daily on each shift, 6:30h/18:30h with the Management and Operations crew where daily Work Plan and Safety related topics are discussed, safety shares are given by selected personnel and significant Observation and Intervention (O&I) safety reports are highlighted.

Daily Pre-Tour meetings shall be recorded on Toolbox Talk Attendance Form (QH-FO-013) and minutes shall be prepared by a QHSSE Advisor and signed by QHSSE Manager/Supervisor and Base Manager once reviewed.

Weekly Operations Meetings

The Operations/Base Manager shall conduct a weekly Operations meeting with Managers and Supervisors. These meetings shall be used to convey the QHSSE strategy, target setting, review all accidents, incidents and near misses across the GYSBI organization with lessons learned from investigation teams for implementation.

Managers and supervisors shall be given the opportunity to discuss their individual and group concerns which can then be addressed at corporate level.

The QHSSE Manager shall log all discussed and approved changes using the Management of change Log (QH-FO-072) and shall monitor all changes until close out of the actions.

Weekly QHSSE Site Safety Meetings

Weekly QHSSE Site Safety Meetings shall be conducted at the QHSSE training venue every Monday on each shift at 06:00h/18:30h in lieu of the Pre-job/Pre-tour meetings; with Management, the Operations crew and other third-party representatives in attendance.

The QHSSE Advisor shall provide an agenda for the meeting to the QHSSE Manager for review and discussion.

The agenda shall comply with, but is not limited to the following format:

- Review all Incident Reports raised thus far for that week - The reports shall be summarized giving details of the causes and the analysis of what could have prevented them from happening, actions to prevent recurrence and lessons learned.
- High Potential Incidents (HIPO) - Review all information from these events with, as required, visual aids and the lessons learned, using examples of our

working practices to describe how similar situations may arise in our working environment.

- O&I safety reports - Breakdown of the number O&I safety reports raised with the positive and negative trends developing and actions required to promote or close these out.
- H, S & E Highlights – This relates to, but is not limited to general safety alerts, safety shares or reports regarding operations, onshore/offshore, for the purpose of raising awareness.
- Close meeting with a safety mission statement as a method of motivation to always achieve the highest standards possible.

The QHSSE Manager and QHSSE Advisor shall discuss the agenda ensuring that trends have been analyzed from O&I safety reports and incidents and agree on the emphasis of the delivery strategy, to ensure that lessons learned shall be understood in relation to operations.

Visual aids shall be used to provide maximum impact in delivery of key themes. Photographs, posters, and theme handouts shall be, where texted, in English.

The QHSSE Advisor shall deliver the safety meeting as per the agenda, relaxing the attendees with a warm welcome. Emphasis shall be given to encourage all attendees to contribute to the meeting by offering solutions, experience, and questions at any time through the meeting.

Any questions that cannot be answered shall be recorded for further investigation and clarification. Answers shall be provided to the individuals as they become available and closed out by discussing at the first available safety meeting to inform all other operatives.

The QHSSE Advisor shall minute the safety meeting using the QHSSE Meeting Minutes Form (QH-FO-036); the Base Manager and QHSSE Manager/Supervisor shall be in attendance throughout the meeting.

The QHSSE Advisor shall provide the Base Manager and QHSSE Manager/ Supervisor with a draft of the minutes for review and authorization.

The toolbox talk attendance sheet along with the meeting minutes shall be retained on GOARC and SPO respectively, where they will be accessible to all interested parties for viewing.

The Managing Director shall attend an Operations Base Safety Meeting once a quarter, taking the opportunity to demonstrate senior management's commitment to safety by delivering a nominated industry and base related theme.

Toolbox Talk Meetings

Toolbox talk meetings shall be conducted prior to the commencement of all operations where the task(s) to be conducted are discussed by all parties involved, in relation the Picture Based Risk Assessment/Risk Assessment Method Statement (RAMS) specific for the job. In conjunction, a Last-Minute Risk Assessment (LMRA) using the S.L.A.M (Stop, Look, Assess, Manage) tool (QH-FO-057) shall be completed using GOARC, where additional hazards related to the task are identified and controlled. All persons in attendance are to affix their digital signature to the S.L.A.M LMRA indicating that the task is fully understood.

Safety Stand Down Meetings

Safety Stand Down meetings are conducted at 10:00h and 14:00h to refocus the teams during the first and second half of their shift. The Safety Stand Down meeting times are subject to the intensity of the operations, however, the QHSSE Advisor at each station should try to maintain the times as far as practical.

The QHSSE Advisor present shall give a safety share related to a relevant safety topic and minute the Safety Stand Down meeting. All persons in attendance are to affix their digital signature to the Toolbox Talk Attendance Form (QH-FO-013) on GOARC.

Monthly Safety Committee Meeting

Monthly safety committee meetings shall be held with representatives of the Operations team, the Operations Manager/Base Manager, and all other interested parties. At the meeting, the health, safety, or environmental concerns of the operations representative shall be recorded and addressed by the relevant authorities.

The meeting minutes shall be recorded by the QHSSE Coordinator or a designated party using the QHSSE Meeting Minutes form and shall be sent to all attendees before the following monthly meeting is convened.

Notice Boards

Notice Boards shall be updated and managed by the designated QMS Advisor with relevant QHSSE information related to Policies, Procedures, Incidents, Monthly Theme information, O&I safety report awardees recognition, QHSSE posters, Lessons Learned related to incidents and other learnings, Health information, Memos, Emergency Response information, etc.

Notice Boards shall be used to communicate relevant QHSSE information across the Shore base at all levels and to contractors and visitors.

Other Means of Communication

GOARC and GYSBI's SharePoint Online platform shall be used for document retention, where applicable.

Lessons Learned reports shall be prepared in relation to learning from past and recent incidents and other events. It shall cover specific topics, what went wrong, what was learned and how reoccurrences can be prevented. These shall be presented at various QHSSE Meetings and discussed during toolbox sessions.

Themed Posters shall be prepared in relation to Monthly QHSSE Theme information and shall be posted around the Shore Base at various locations, for the assigned period for which it covers.

Emails shall be used to communicate relevant QHSSE information across the Shore base at all levels and to contractors and visitors. They shall be used to inform the relevant persons of notice of failure, give updates, share instructions, guidelines, or documents etc.

QHSSE Safety Inductions shall be conducted with all new personnel, Contractors and Visitors where all relevant QHSSE information shall be conveyed to same so that all are made aware of the on-site requirements and routes.

Inductions shall be conducted online or via scheduled meetings where questionnaires are issued at the end of the process to evaluate understanding of key points. These documents shall be filed and kept by the QHSSE department and soft copies shall be uploaded to SharePoint Online Records, for the prescribed retention period.

External Communication

External communication with interested parties, includes members of the community, media, and the client. Communication with the client takes multiple forms, including written correspondences, meetings, and presentations.

Weekly IMM meetings are held with the client to present statistical reports on incident trends, O&I participations, lessons learned, key performance indicators (KPIs) and other QHSSE related matters.

Additionally, initial notifications and investigation reports for incidents which occur at the Shore Base and Annex are sent to Exxon representatives by way of emails, to notify them of these events.

Communication with members of the community and other members of the public, is controlled by the Public Relations department. Complaints made by community members, are inputted into a log which is retained by the PR department. However, investigations of the complaints are done and reported on by the QHSSE department.

Document Retention/Management

Soft copies of Toolbox Talk Attendance, Meeting Minutes, Lesson Learned reports along with all other electronic forms of QHSSE communication shall be retained on GOARC and GYSBI's SharePoint Online Platform where applicable.

Hard copies of these communications shall also be kept and filed by the QHSSE Department for a minimum of one year or for a period specified by the QHSSE Manager/ Supervisor. They shall then be archived in the QHSSE storage container beyond this period.

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	21 Nov 2018	-	Initial release of document
2	13 Aug 2020	Michael James Sean Hill	Document layout changed to new company format
3	23 Jan 2022	Kurt Busuttill	Document name changed and revised to compliance with Clause 7.4 of ISO 45001.
4	28 Oct 2022	Kurt Busuttill	Document was amended to include a procedure for external communications and the use of GOARC. Updated Document Number

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1. SCOPE

This Policy represents the QHSSE Department's positions regarding the retention and disposal electronic and printed records. This policy applies to all physical records and electronic documents generated and received by the QHSSE department, but it does not apply to files and records of other departments of the Company.

2. PURPOSE

The purpose of this policy is to ensure that the necessary records of the QHSSE Department are adequately protected and maintained until such time that records are no longer needed by the department and are discarded in the correct way and at the right time.

3. RESPONSIBILITY

QHSSE Supervisor

The retention schedule under Appendix A provides the retention period for all records owned by the QHSSE Department. The QHSSE Supervisor shall oversee the administration of this Policy and the implementation of processes to ensure the retention schedule is followed and make modifications to the retention schedule to ensure compliance with local legislation.

QHSSE Supervisor/QHSSE Officer (QMS)

The QHSSE Supervisor and QHSSE Officer (QMS) shall be responsible for keeping track and assigning records to be destroyed based on the record retention schedule (Appendix A). The QMS Officer shall ensure that all records are shredded before being disposed of via the Company's regular garbage disposal system.

4. SUSPENSION OF RECORD DISPOSAL

It shall remain the right of the QHSSE Department to suspend the disposal of all records and documents for legal requirements and audits.

APPENDIX

Record Retention Schedule

Document Type	Soft Copy			Hard Copy	
	Electronic	Scanned	Duration	Printed	Duration
QHSSE Daily Report	✓	✗	5 Years	✗	N/A
QHSSE Monthly Report	✓	✗	5 Years	✗	N/A
QHSSE Daily Supervisor Handover	✓	✗	5 Years	✗	N/A
QHSSE Team Lead Handover	✓	✗	5 Years	✗	N/A
QHSSE Supervisor End of Shift Handover	✓	✗	5 Years	✗	N/A
QHSSE Daily Monitoring Report	✓	✗	5 Years	✗	N/A
QHSSE Weekly Safety Meeting Minutes and Attendance	✗	✓	5 Years	✓	2 Years
QHSSE Daily Pre-tour Meeting Minutes	✓	✓	5 Years	✓	2 Years
– QHSSE Daily Pre-tour Meeting Attendance	✗	✓	5 Years	✓	2 Years
QHSSE General All Hands-on Safety Meeting	✓	✓	5 Years	✓	2 Years
– QHSSE General All Hands-on Safety Meeting Attendance	✗	✓	5 Years	✓	2 years
Hazard Hunt Report	✓	✗	5 Years	✓	2 Years
– Hazard Hunt Attendance Sheet	✗	✓	5 Years	✓	2 Years
Return to Work Induction Attendance	✗	✓	5 years	✓	2 Years
Incident Investigation Report	✓	✗	5 Years	✓	5 Years
– Initial Notification	✓	✗	5 Years	✓	5 Years
– QHSSE Incident Witness Statements	✗	✓	5 Years	✓	5 Years
QHSSE Site Inspection Checklist	✗	✓	5 Years	✓	2 Years
QHSSE Fire Extinguisher Checklist	✗	✓	5 Years	✓	2 Years
Fire Extinguisher Report	✗	✓	5 Years	✓	2 Years
Fall Protection Equipment Checklist	✗	✓	5 Years	✓	2 Years
Food Hygiene Checklist	✗	✓	5 Years	✓	2 Years
Resident Building Inspection Checklist	✗	✓	5 Years	✓	2 Years
QHSSE Office Inspection Checklist	✗	✓	5 Years	✓	2 Years
QHSSE Induction Checklist	✗	✓	5 Years	✓	2 Years
Journey Management Plan	✗	✓	5 Years	✓	2 Years
– QHSSE Truck and Trailer Inspection Checklist	✗	✓	5 Years	✓	2 Years
Confined Space Entry Certificates	✗	✗	N/A	✓	2 Years

Work Permit Forms	x	x	N/A	✓	2 Years
– Job Safety Analysis 1 (JSAs for all jobs requiring permit to work)	x	x	N/A	✓	2 Years
– Permit to Work Audit Sheets	x	x	N/A	✓	2 Years
– Electrical Isolation certificate	x	x	N/A	✓	2 Years
– Mechanical Isolation certificate	x	x	N/A	✓	2 Years
– MEWPs Rescue Plan	x	x	N/A	✓	2 Years
– Maintenance Job Sheet	x	x	N/A	✓	2 Years
Observation and Intervention Cards	x	x	N/A	✓	2 Years
Weekly O & I Award of the Week	✓	x	5 Years	✓	2 Years
Job Safety Analysis 2	x	✓	5 Years	✓	2 Years
Registers/Trackers/Logs	✓	x	Permanent	x	N/A
Policies/Procedures/Plans	✓	✓	Permanent	✓	Permanent

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	12 Sep 2020	Michael James	Initial release of document
2	17 Sep 2021	Kurt Busuttil	QHSSE Manager designation removed
3	07 Jul 2022	Kurt Busuttil	Updated Document Number

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1. SCOPE & PURPOSE

GYSBI's Management System covers the delivery of Shore Base Services, Logistics and Industrial Park Services in Guyana. The application of the Quality Health, Safety Security & Environment (QHSSE) Management Plan is based on relevant Occupational Safety & Health, and Environment criteria, standards, and performance. It aims at providing a method to access and improve performance in the prevention of workplace incidents and accidents, throughout the effective management of hazards and risks in the workplace.

This Plan applies to all Employees, Contractors, Vendors, and Visitors associated with operational activities at GYSBI Port Facility and GYSBI Industrial Estate (GIE).

2. DOCUMENT REFERENCES:

Internal References

Policies:

- QH-PO-001 – QHSSE Policy
- QH-PO-002 – Smoking Policy
- QH-PO-003 – COVID-19 Guidelines
- QH-PO-004 – Cellular and Wireless Devices in the Workplace
- QH-PO-005 – Hazardous Substances Staging Policy
- QH-PO-006 – Fitness to Work Policy
- QH-PO-007 – Drug, Alcohol and Contraband Policy

Procedures/Plan:

- QH-PR-001 – Investigation – Reporting Procedures
- QH-PR-002 – Permit to Work (PTW) Procedure
- QH-PR-003 – Simultaneous Operations Procedure
- QH-PR-004-A/B – Simultaneous Operations Procedure-SIMOPS Matrix-Forms A & B
- QH-PR-005 – Working at Height Procedure
- QH-PR-006 – Management of Change Procedure
- QH-PR-007 – QHSSE Communication Procedure
- QH-PR-008 – Shore Base Entry and Exit Procedure
- QH-PR-009 – Risk Assessment Procedure
- QH-PR-010 – QHSSE Reporting Procedure
- QH-PR-011 – Monitoring Tool Flowchart
- QH-PR-012 – Permit to Work (PTW) Audit Flowchart
- QH-PR-013 – Medical Response Flowchart
- QH-PR-014 – Audit Procedure
- QH-PR-015 – Contractor Site Assessment Procedure
- QH-PR-016 – Site Induction Procedure

- QH-PR-017 – Confined Space Entry Procedure
- QH-PR-018 – QHSSE Documentation Retention Procedure
- QH-PR-019 – PPE Procedure
- QH-PR-020 – Dropped Object Prevention Scheme Procedure
- QH-PR-021 – Waste Management Procedure
- QH-PR-022 – Employee Health Assessment Procedure
- QH-PR-023 – Bomb Threat Procedure
- QH-PR-024 – Annex Entry Exit Procedure
- QH-PR-025 – Drone Management Procedure
- QH-PR-026 – Control of documented Information
- HR-006 Career Progression Procedure
- HR-019-Fair Play Guide
- Supplier Evaluation Questionnaire-Service QH-FO-080
- SC-003-Tender Procedure for Services
- SC-018-Vendor Management Procedure for Goods and Services.
- OP-044-Manual Handling Procedure
- QH-018-Hand Tools (Powered) Procedure
- OP-041 – Journey Management Procedure
- OP-016-Lifting & Hoisting Procedure
- OP-045 – Lifting Colour Code Chart
- OP-014-Chain Saw Usage Procedure
- OP-015-Circular Saw Usage Procedure
- OP-050-Container Stacker Operating Procedure
- OP-030-Crane Pallet Fork Procedure
- OP-028-Crawler Crane Operating Procedure
- OP-021-Forklift Truck Procedure
- OP-002-Fuel Truck Procedure
- QH-012-Hand Tools (Non-Powered) Procedure
- QH-018-Hand Tools (Powered) Procedure
- OP-012- Impact Driver Procedure
- OP-016-Lifting & Hoisting Procedure
- OP-10-Minibus Usage
- OP-027-Mobile Crane-Rough Terrain & All Terrain Procedure
- OP-013-Pressure Washer Operating Procedure
- OP-020-Rigging Loft Procedure
- OP-031-Truck and Trailer Procedure
- OP-023-Truck Loading & Unloading Procedure
- OP-025-Vehicle Pre-Use Inspection Procedure
- OP-003-Water Truck Procedure
- OP-032- Lifting Categorization Procedure
- HR-018-Disciplinary Policy (used in conjunction with HR-019-Fair Play Guide).

Standing Instructions:

- QH-SI-001 – S001 – Requirement for Banksman
- QH-SI-002 – S002 – Use of Cones to Demarcate Red Zones at the Main Base & Annex
- QH-SI-003 – Isolation Authorities Standing Instructions
- QH-SI-003 – S003 – Isolation Authorities
- QH-SI-004 – S004 – Alcohol Testing

Emergency Response Procedures:

- QH-EXT-001- Fuel Transfer – External ERP
- QH-EXT-002 – Fuel Farm – Operations External ERP (SOL)
- QH-PL-001 – Staff house ERP
- QH-PL-002 – Emergency Response Strategy
- QH-PL-007 – Fuel Farm – GYSBI Operations ERP
- QH-PL-008 – Wash Bay – ERP
- QH-PL-009 – Fuel Farm – SOL Pipeline ERP
- QH-PL-010 – Station Bill
- QH-PL-011 – Green Acres ERP
- QH-PL-012 – Annex ERP
- QH-PL-013 – Station Bill _ Annex
- QH-PL-014 – WINSOR ERP
- QH-PL-015 – Shorebase ERP

QHSSE Plans:

- QH-PL-003 – Environmental Management Plan
- QH-PL-004 – GYSBI Port Facility Security Plan
- QH-PL-005 – Traffic Management Plan

External References

- Occupational Safety & Health Act #32,1997
- Maritime Administration Regulation-Guyana Shipping Act, 1997
- Environmental Protection Act, 1996
 - Environmental Protection (Authorisation) Regulations 2000
 - Environmental Protection (Hazardous Waste Management) Regulations 2002
 - Environmental Protection (Water Quality) Regulations 2000
 - Environmental Protection (Air Quality) Regulations 2000
 - Environmental Protection (Noise Management Regulation)
- Guyana Energy Agency Act (Petroleum and Petroleum Products) Regulations 2004
- Pesticides and Toxic Chemicals Control Act 2000
- ISO 45001 – Occupational Health and Safety Management Systems Standard
- ISO 14001 – Environmental Management Systems

3. DEFINITION AND TERMINOLOGY

TERM	DEFINITION
Management	Senior representatives with decision making responsibilities at a general management level, or a direct report to the General Manager, or anyone with line management responsibilities within the Base.
ALARP	As Low as Reasonably Practical
Hazard	A situation with potential for human injury, damage to property or the environment, discharge of potential pollutants into the environment.
Hazard Identification	Hazard identification is the process used to identify all the possible situations in the workplace where people may be exposed to injury, illness, or disease
Injury	Means damage or harm done to or suffered by a person or thing
Investigation	A systematic examination of an event and its cause/contributing factor to person, plant, materials of the environment
Risk	Event or condition involving exposure to a hazard.
Risk Control	Risk control is the process used to identify all practicable measures for eliminating or reducing the likelihood of injury, illness or disease in the workplace, to implement the measures and to continually review the measures in order to ensure their effectiveness
KPI	Key Performance Indicators is a measurable value that demonstrates how effectively a company is achieving key business objectives.

4. ORGANIZATION

4.1. QHSSE OBJECTIVES & CONTRACTUAL KPIS

Management Review Meetings are conducted bi-annually with key personnel, and the corresponding actions from this review are entered in the [Management Review Log](#). Actions generated from the Management Review Meetings are tracked for completion by the stated timeline. It is the responsibility of the various Managers who are assigned actions from the review to ensure closure of these actions by the stated time. The QHSSE Manager/Supervisor shall regularly review the log and follow up with the respective Managers. Where an action is overdue, this will be escalated to Top Management.

Esso Exploration and Production Guyana Limited (EEPGL) is GYSBI's main client that manages GYSBI's QHSSE performance via the Contractual key performance indicators (KPIs).

Indicators

GYSBI OBJECTIVES	2022 TARGETS
Fatality	0
LTI	0
Days Lost	0
Restricted Work Case	0
Medical Treatment	0
O&I Card Reporting	10% increase from 2021
LTIFR (Lost Time Injury Frequency Rate)	0
Weekly Safety Meetings	52
HSE Audit (HSE MS, ISO 45001)	As per audit schedule
Worksite Monitoring	Daily

GYSBI reports on its performance on a weekly basis at the Interface Management Meeting (IMM) Meeting and in the [Monthly KPI - Contractual key performance indicators report](#).

4.2. RESPONSIBILITY MATRIX

Responsibility Matrix Legend: R = Responsible for performing the action A = Accountable to ensure action happens Only one A in case of more R C = Consulted during the action I = Informed after the action has been completed	BOD/ GM	Ops Manager & BMs	HR Function	QHSSE Function	Other HODs	Employees
Establish, implement, and maintain QHSSE Policy	A	R	C	R	C	I
Assign and communicate the responsibilities and authorities for relevant roles within the organization	A	R	R	C	C	I
Establish, implement, and maintain process for consultation and participation of workers in QHSSE Management System	A	R	C	R	C	I
Determine and assess risk and opportunities that are relevant to the intended outcome of the QHSSE Management System. Implement Management of Change (MoC) procedures.	A	R	C	R	C	C
Establish, Implement, and maintain process for hazard identification that is ongoing and proactive	A	R	I	R	C	I
Maintain and retain up-to-date documented information on GYSBI's legal requirements.	A	R	R	R	R	I
Provide resources needed for the establishment, implementation, maintenance, and continual improvement of GYSBI's QHSSE Management System.	A	R	C	R	R	I
Establish competencies for each role; ensuring workers are competent and system in place to acquire competence; retain competence records.	A	R	R	R	R	C
Establish, implement, and maintain internal and external communication relevant to QHSSE Management System.	A	C	C	R	C	I
Establish and maintain Document Control Procedures for QHSSE Management System	A	C	C	R	C	I

Establish, implement, and maintain procedure to control the procurement of goods and services to ensure it conforms to QHSSE Management System.	A	C	C	C	R	I
Establish, implement, and maintain procedures to ensure contractors comply with GYSBI's QHSSE Management System.	A	R	I	R	C	I
Establish, Implement, and maintain Emergency Response Procedures commensurate with operational risks.	A	R	I	R	C	I
Establish, Implement, and maintain Procedure for monitoring, measurement, analysis, and performance evaluation of QHSSE Management System.	A	C	I	R	C	I
Conduct Internal audits at planned intervals to evaluate QHSSE Management System.	A	C	C	R	C	I
Review organization's QHSSE Management System, at planned intervals, to ensure suitability, adequacy, and effectiveness.	A	R	C	R	C	I
Establish, implement, and maintain procedures including reporting, investigating, taking action, to determine and manage incident and nonconformities.	A	R	C	R	C	I
<p>RACI matrix rules and roles</p> <p>The RACI model brings structure and clarity to describing the roles that stakeholders play within a project. The RACI matrix clarifies responsibilities and ensures that everything the project needs done is assigned someone to do it.</p> <p>The four roles that stakeholders might play in any project include the following:</p> <p>Responsible: People or stakeholders who do the work. They must complete the task or objective or make the decision. Several people can be jointly Responsible.</p> <p>Accountable: Person or stakeholder who is the "owner" of the work. He or she must sign off or approve when the task, objective or decision is complete. This person must make sure that responsibilities are assigned in the matrix for all related activities. Success requires that there is only one person Accountable, which means that "the buck stops there."</p> <p>Consulted: People or stakeholders who need to give input before the work can be done and signed-off on. These people are "in the loop" and active participants.</p> <p>Informed: People or stakeholders who need to be kept "in the picture." They need updates on progress or decisions, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.</p>						

5. QHSSE MANAGEMENT SYSTEM

5.1. CONTEXT OF THE ORGANIZATION

Activities & Scope:

Guyana Shorebase Inc. (henceforth referred to as GYSBI) was established in 2017 primarily to provide Shorebase support to Oil and Gas Exploration and Production companies Operating in Guyana.

The success and reputation of GYSBI can be measured by the high standing of its customers. A policy of continuous self-appraisal and attention to detail has helped GYSBI to continue to expand its services.

As part of this policy, GYSBI has established a Management System to demonstrate its ability to provide a consistent service that meets customer and relevant statutory and legislative requirements.

This enables GYSBI to address and achieve customer satisfaction through the effective application of the systems including processes for continuous improvement and the prevention of non-compliance.

GYSBI's Management System covers the delivery of Shore Base Services, Logistics and Industrial Park Services in Guyana.

Issues, Stakeholders and SWOT

Issues		Interested Parties	
Internal	External	Internal	External
<ul style="list-style-type: none"> • Size and complexity • Resources • Strategy 	<ul style="list-style-type: none"> • Legal Requirements • Competition • Social & Economical • Technological Advancements 	<ul style="list-style-type: none"> • Employees • Directors 	<ul style="list-style-type: none"> • Customers • Contractors • Suppliers • Regulators (EPA, GRA, Labour Ministry, Fire Department, etc.) • Certification bodies • Shareholders • Insurance Companies • Community • Media

Strengths	Weaknesses	Opportunities	Threats
<i>What is done better than anybody else in the immediate market?</i>	<i>What we need to improve?</i>	<i>What can we do to improve our revenue or market share?</i>	<i>What external factors should we worry about?</i>
<ul style="list-style-type: none"> • Largest market share in the country for Shorebase Services, OCTG handling and care. • Reputable and regarded as a premium service provider. • Largest available asset list (lifting equipment) to support demand. • Strong management & financial backing. 	<ul style="list-style-type: none"> • Workforce competency. • Processes are a bit labour intensive. • Transformation of data into business insights. • Environmental Perception. 	<ul style="list-style-type: none"> • Expand the services to include other OCTG related services, logistics services. • Diversification of services. • Create more market exposure in surrounding countries – visits, exhibitions etc. 	<ul style="list-style-type: none"> • Competitors can venture into. • Obtaining permits is a lengthy process. May impede development plan. • Global O&G Market • Regulations and Legislations • Socio-Economic Constraints • Political Factors • Local Infrastructure

The QHSSE function provides expertise and support for GYSBI Operations at the Shorebase & GIE. QHSSE performance is subject to regular review by the Board of Directors and Client(s). All employees at GYSBI have a direct reporting line structure to the General Manager who is ultimately accountable for QHSSE Performance at GYSBI.

5.2. LEADERSHIP AND EMPLOYEE ENGAGEMENT

GYSBI's QHSSE Policy (QH-PO-006 QHSSE Policy) emphasizes that GYSBI is committed to delivering a high standard of service to its customers of which QHSSE is an integral part of this goal. As such, Leadership & Management is committed to:

- Protecting and continually improving health, safety, and security of employees.
- Adhering to all applicable standards, statutory and regulatory requirements
- Continually improvement in the functioning and performance of the QHSSE Management System.
- Assessing all identified risk to quality, health, safety, security, and the environment to eliminate or minimize the risks to ALARP.

- Consulting with employees on issues related to occupational health and safety.
- Minimizing impact to the environment via reduction of pollution and emissions, and the reduction and recycling of waste where applicable.
- Engaging competent employees and encouraging an atmosphere of learning and development in QHSSE.

GYSBI's QHSSE Policy places a duty on all staff to implement the QHSSE Management System in the performance of their duties. In addition, the Leadership Team shall foster an operating environment where every worker, contractor, visitor, or client rep. feels empowered to stop the job if they deem the work unsafe, in any way. This is reinforced by the Line Management Team as they demonstrate their responsibility to lead in QHSSE, leveraging the support of the QHSSE Team.

GYSBI shall implement and maintain a Balance of Consequence where all employees are justly accountable for their actions. This is highlighted in GYSBI's Fair Play policy where negative behaviour is corrected, and positive behaviour rewarded. This Policy is applicable to both Management/Supervisor and Employees.

GYSBI Leadership/Management shall engage employees via any of the forums listed in Section 5.4.3 – Communication. Leadership will engage staff on QHSSE related matters. In addition, Leadership/Management will participate in QHSSE focused walkthroughs to validate compliance with QHSSE objectives, rules, regulations, and performance regulations. In addition, Leadership/Management shall also solicit feedback from the workforce from the forums listed in Section 5.4.3 – Communication and via employee engagement surveys.

GYSBI Leadership/Management shall ensure QHSSE budget and staffing is sufficient to support the performance expectations of the organization.

- Reference: QH-000-QHSSE Policy & HR-019-Fair Play Guide

5.3. PLANNING AND ASSESSMENT

5.3.1. PLANNING

QHSSE shall be involved in shaping the strategic direction of the company as this is a major area of focus at all levels of the organization. As such, QHSSE is considered in all business decision from the Board Level to the shop floor. This is critical in order to adequately assess risk and develop programs to ensure regulatory compliance, injury prevention & to fulfil client obligations. QHSSE Planning in the initial stages and Management of Change (MoC) will allow GYSBI to develop appropriate solutions for risk elimination and/or the most effective control measures.

- Reference: QH-PR-006 Management of Change Procedure

5.3.2. LEGAL REQUIREMENTS AND REGULATIONS

GYSBI Senior Management shall implement processes to ensure that its Personnel, Vendors and Sub-Contractors, while on GYSBI premises, are fully informed of and comply with all applicable laws or regulations and statutory requirements while performing all activities within GYSBI premises.

5.3.3. RISK MANAGEMENT

The identification and communication of hazards is the responsibility of all personnel who access within GYSBI Base controlled areas. Management shall ensure that hazards with potential to harm personnel are identified, risk assessed and controlled to reduce the risk to ALARP.

Risk Assessment framework is in place to provide for the efficient assessment of risks and allow for the implementation of controls commensurate with the level of risk identified. GYSBI provides a range of tools to assist in the identification of hazards prior to commencing a task, including Risk Assessment Method Statement (RAM), Last Minute Risk Assessment (Stop Look Assess & Manage – SLAM) & Job Safety Analysis (JSA).

Hazards and risks identified through other means such as:

- Throughout the course of a work activity
- During workplace inspections
- During pre-start inspections of equipment
- Through incident analysis
- During auditing activities
- Walk-through safety inspections

Identified hazards or risks are reported, assessed, communicated, and controlled in accordance with GYSBI Procedures.

All potential hazards related to Shore Base and the GIE operations to be performed by company shall be systematically identified, the risks assessed, and appropriate controls and actions implemented by:

- Developing and maintain hazard identification and risk assessment procedures and criteria (Risk Analysis)
- Identifying hazards and risks and eliminating/controlling these to a level, which can be demonstrated as being ALARP, in the following order of preference:
 - Eliminating or minimizing hazards by engineering design.
 - Providing safe working procedures along with the necessary training to minimize exposure to remaining hazards.
 - Providing personal protective equipment.
 - Systematically reviewing all operations to identify hazards and risks

- Documenting the process of hazard identification, assessment of risk, selection of controls and records of implementation.

RAMS & SLAM will be conducted prior to commencement of operations at GYSBI Facilities. RAMS & S.L.A.M is carried out on an ongoing basis and to be effective it is essential that all employees co-operate wherever they can in the RAMS & SLAM to ensure the assessment accurately reflects the process, which is undertaken. RAMS will be done prior to the job and will be available for review in the SLAM discussions as a reference document. SLAM will be done digitally via the GO-ARC QHSSE Platform. Contractors not signed onto the GO-ARC system can complete SLAM via paper-based format and submit same to QHSSE Reps.

Third Party Contractor shall accurately complete the JSA for the specific job/task and shall use same to apply for the correct permit for the job. The QHSSE Rep. shall review the JSA that the Contractor(s) submit before the permit is issued to the respective contractor.

- Reference: QH-PR-009 Risk Assessment Procedure

GYSBI shall develop and maintain a Risk and Opportunities Register that identifies and records the significant QHSSE risks affecting different areas of the business so that same can be managed. In addition, the Risk and Opportunity register will allow GYSBI to assess the risk in context with the overall strategy and help record the controls and treatments of those risks. Opportunities identified from the assessment will be used to drive continual improvement.

- Reference: Risk Register – see link ([Risk Register 2-Reviewed.xlsx](#))

5.3.3.1.TASK SPECIFIC HAZARD PREVENTION

Permit to Work ('Work Permit')

The Permit to Work reporting is in accordance with the relevant Control to Work Procedure and forms to be used are there enclosed. The objectives of the Permit to Work System are:

- To ensure the proper authorization of designated work, whether of a specific nature or in a restricted hazardous area.
- To ensure that personnel carrying out the work are informed of the exact nature of the job, relevant possible hazards, and the limitation placed on the performance of the task.
- To ensure that the person in charge of the area in which the work is taking place is informed of the nature of the work being undertaken.
- To ensure that there is traceable and editable record of the type of work being carried out, and that checks have been made by a QHSSE Team Member.
- To provide a hand back procedure which ensures that work has been completed, and that the work site had been checked and left in a safe and operational condition.
- A bridging document shall be developed by Client and GYSBI to avoid any interference in the Permit to Work System implementation. This procedure shall be implemented for all the operation performed by GYSBI Personnel and Third-Party Contractors on the Shore Base and GIE.

A work permit authorizes specific works to be conducted in a restricted area. This serves as a record that steps have taken to ensure safe working conditions at the location.

Application for Work Permit shall be made prior to the commencement of the work activity. All conditions on work permit shall be completely met before the start of any activity.

All third-party permits will be obtained by sub-contractors. If the contemplated work involves any change, addition, or simultaneous work, it will be coordinated between GYSBI Base Manager, Client, and Sub-Contractor.

General Requirement

Before the commencement of any activity in a restricted area, a Work Permit is necessary. The work at site must be performed according to the instructions and precautions mentioned in the Work Permit.

The Authorizing Authority/QHSSE has the responsibility to stop the work any time and advise the performing authority that the safety situation on the job does not meet the condition of the Work Permit.

Performing Authority copy of the Work Permit shall always remain on the job site for the duration of the activity pointed out in the Work Permit. Where an incident or emergency occurs, the Work Permit will be withdrawn immediately, pending confirmation to recommence work.

Administration of Work Permit procedures shall follow GYSBI safety requirements.

Hot Work

Hot Work Permits are generally applied to any type of work which involves actual or potential sources of ignition and work for which there may be a risk of a fire and/or explosion or which involves the emission of toxic fumes from the application of heat.

Hot Work Permit shall include, but not be limited to the following:

- Burning
- Welding
- Cutting
- Heating
- Grinding
- Needle gunning
- Working on live electrical equipment or the use of portable combustion engines and electrical power tools.

Entry Certificate

An entry certificate is issued to specify the necessary precautions to be taken to eliminate dangerous fumes or gases or prevent a lack of oxygen before a person is permitted to enter a confined space.

The certificate shall confirm that the space is free from dangerous fumes or asphyxiating gases.

Precautions shall be specified on the certificate to protect the atmosphere against the ingress of airborne contaminants from adjacent sources.

A Work Permit for entry into confined spaces cannot be issued without the Entry Certificate having been correctly completed.

Isolation Certificates

An Isolation Certificate is required before any work can be started on process, mechanical or electrical plant or equipment.

An Isolation Certificate is also required where access to the work site is restricted, or its safety is jeopardized by any adjacent plant or equipment.

An activity cannot commence until all the necessary isolation requirements are in place.

Lock-Out Tag-Out System

The purpose for the Lock-Out System is to make controllers not operative (i.e., circuit breakers, disconnect switches, valves, etc.) or any systems (electrical, steam, hydrocarbon, water, acid, etc.), where the operation of the control device could be hazardous to personnel working on the system.

Hold Tags and Locks are primarily intended to protect the person doing the work from being injured by an inadvertent start-up.

Whenever our employees work on or near equipment and could be injured because of energy in the system, the equipment shall be isolated from its energy sources.

Additional precautions will be taken in conjunction with 'use of hold tag and multiple lock outs' procedure.

- Reference - QH-PR-002 – Permit to Work (PTW) Procedure

5.3.3.2. GENERAL HAZARD PREVENTION

Manual Handling

Where a manual handling task is required risk assessment shall be completed to identify the hazards. The risk of injury should be assessed for each hazard, and appropriate controls implemented, including manual handling training as appropriate.

Management must ensure suitable powered mechanical plant or equipment and lifting aids are provided to enable personnel to avoid heavy manual tasks.

Employees shall undertake manual handling training as required.

- Reference: OP-044-Manual Handling Procedure

Hand Tools

Where personnel are required to use hand tools in the course of their job, they shall be inspected before use to check for damage. Certain hand tools are prohibited from been used on the Shore Base and GIE.

- Reference: QH-012-Hand (Non-Powered) Tools

Portable (Powered) Tools

Personnel are required to visually inspect portable tools prior to use. If the tool is broken, cracked, missing parts or worn down, take the tool out of service and report to Supervision.

- QH-018-Hand Tools (Powered) Procedure

Working at Heights

Management must ensure that all personnel undertaking activities where there is a risk of a person falling from one level to another do so in a controlled manner to reduce the risk of personal injury.

Specific regulations set out certain mandatory methods that are required to control the risk such as fall prevention systems, edge protection, and protection of holes and openings.

- Reference: QH-PR-005 – Working at Height Procedure

5.3.3.3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) comprises a range of clothing and equipment which is worn by employees, contractors, or visitors as appropriate to protect or shield their bodies from workplace hazards.

This document describes the appropriate PPE that each employee, contractor, and visitor shall wear to prevent injury. It describes what is required, when and where it shall be worn.

This document does not address Ionizing Radiation or H2S PPE. Should this or other Hazards arise within GYSBI operations requiring specialized PPE, it will be addressed later and added to this procedure.

It is mandatory for all GYSBI employees, contractors, and visitors to wear PPE as prescribed in this document.

Minimum PPE required consists of:

- Coveralls, or a Hi-Vis Vest and clothing for managers to wear when not having Coveralls
- Hardhat
- Safety glasses with side shields
- Work boots
- Gloves

(Note: The full extent of PPE requirements shall be assessed by carrying out the appropriate TBRA/JSA).

Exceptions

GYSBI employees, contractors, visitors etc., will not be required to wear PPE inside buildings or enclosed vehicles.

PPE is not required when walking to/from an enclosed motor vehicle to a building provided the parking space is close to the building and not in an operations area.

Emergency response team personnel, Fire Dept, Military & Law Enforcement are exempt from standard PPE when responding to an incident. The PPE requirements will be determined by the On-Scene Commander/QHSSE Supervisor.

Managers, whose typical working location is office are exempt from coveralls but must wear Hi-Vis Vests instead.

All GYSBI employees, including supervisory staff, shall be provided with PPE based on the level of risk. For inclement weather, employees who work outside shall be furnished with waterproof clothing.

Contractor employees are required to wear PPE in the same circumstances as GYSBI employees. At own expense, visitors entering GYSBI facilities are expected to furnish their own PPE.

Green Hat Policy

All GYSBI & contract employees shall wear Green Hats under the following circumstances:

- Where the employee is new to the organization – for a period 6 months.
- All infrequent, short-term visitors e.g., management, VIP's regardless of when they were last on site

Note: Before switching to white hats an assessment shall be carried out by the shift QHSSE Supervisor, where same shall ensure employees understand the site, and are aware of access & egress points, Muster Points, emergency procedures, emergency shutdown points, fire alarms and firefighting equipment.

Standards for PPE

PPE	STANDARD
Footwear	
Safety Boots (steel toed)	ANSI Z41 BS EN 345 -1 EN ISO 20345
Long Boots (steel toed)	ANSI Z41 EN345 EN ISO 20345
Coveralls	
GYSBI Coverall	ANSI 107-2010 EN ISO 20471
Tyvek Suits	ANSI 101-2014 BS EN 465, BS EN 466
Clothing	
Hight Visibility Vest	ANSI 107-2010 EN ISO 20471
Rain Suits	ANSI/ISEA 107 Type O, Class 1
Life Jackets	AS 4758 or ISO 12402
Head and Face protection	
Safety Glasses and Over Glass (clear and dark)	ANSI Z87+ EN 166.1.F

Face Shields	ANSI Z87+ EN 166.1.F
Ear Plugs	ANSI S3.19 EN 352-2
Hard Hat	ANSI/ISEA Z89.1 BS EN 397
Respirators	ANSI Z88
Dust Masks	EN 149
Hand Protection	
General Use Gloves	ANSI 105-2016 BS EN 388
Chemical Resistance Gloves	ANSI 105-2016 BS EN 388
Welders Gloves	ANSI Z49.1 EN 12477
Other Equipment	
Safety Harness	ANSI/ASSE Z359 EN 361, EN 1497, EN 358
Apron	ANSI 103-2010 ISO 13998

- Reference: QH-PR-019 – PPE Procedure

5.4. TRAINING, COMPETENCY AND COMMUNICATION

5.4.1. TRAINING

Site Safety Induction

All personnel working within the Shore Base and the Annex are required to complete the QHSSE Safety Induction. This induction informs participants of minimum safety, environment, and security requirements.

The QHSSE Site Safety Induction Training will be performed on all new arrivals (Employees and Third-Party Contractors) within the first day of arrival on site. The subjects to be covered by the QHSSE personnel shall consist of:

- QHSSE Policy
- Alcohol and Drug Abuse
- Smoking
- Mobile Phone Restriction
- Vehicular Access/Movement/Parking
- Permit to Work System
- Pre-Tour meetings/Toolbox Talks/Weekly QHSSE Meetings
- Observation and Intervention Cards (O&I Cards System)
- Accident/Incident/Near-Miss Reporting System
- Job Safety Analysis
- Personal Protective Equipment Policy

- Lifting Operation/Lifting equipment inspection colour code
- Fire Prevention/Fire Fighting Equipment
- Emergency equipment location

- Reference: QH-PR-016 – Site Induction Procedure

Training Process

Training material and sessions are conducted via the Learning Management System (LMS) online platform and the Onsite training facility. The LMS online platform is used for the introductory and theory-based courses. An assessment is delivered with limited attempts for the employees as an element of their probationary period curriculum. The curriculum and training matrix is developed by the dedicated & certified training instructor in conjunction with the QHSSE team. The training curriculum for personnel vary according to the employee's designation and career progression path.

The Onsite Training facility can accommodate classroom sessions and allows for the facility to be utilized for practical assessments.

Upon completion of theory and practical assessment, personnel training in a capacity for equipment operation such as trucks, forklifts and cranes are required to log their practice hours in their career progression logbook. Practices hours are stewarded by experienced operators with the approval of the training instructor.

- Reference: HR-006-Career Progression Procedure

5.4.2. COMPETENCY

The Company's Career Progression Procedure provides the framework for the Company's Internal Competency Program and provides a predefined and structured development plan which maps out how employees can:

- Move from one position to the next aligned with the GYSBI's Progression Matrices
- Develop in their current position to be an expert in the field and function as a mentor (if desired).

- Reference: HR-006 Career Progression Procedure

5.4.3. COMMUNICATION

Communications among key stakeholders including the clients, contractors and management is facilitated through regular formal meetings. The QHSSE Team shall develop a communication plan to ensure QHSSE information is communicated to all

interested parties. This will be in the form of Monthly Campaigns/Themes of various QHSSE related topics and concepts.

Some examples of communication may include the following:

- Pre-Start Meetings
- Toolbox Meetings
- QHSSE Committee Meetings
- Strategic Risk Review Meetings
- Integrated Management Committee Meetings
- Contract Management Meetings
- Planning Meetings
- Contract Management Meetings
- Operations Meetings
- Email Communication
- Incident Investigation Reports
- Lessons Learned
- QHSSE Posters
- Stand Down Meeting & Interrupters
- Weekly Site Safety Meeting
- Town Hall Meetings
- Safety Committee Meetings
- Quarterly GYSBI Newsletter

External communication of potentially sensitive or legally binding QHSSE information shall follow a review and approval process to ensure the accuracy of the information. Top Management shall review and approve all QHSSE external communications before communication to relevant parties.

5.4.3.1. DOCUMENTED INFORMATION

QHSSE policies, plans, procedures and standing instructions shall be made available to personnel via the company's SharePoint platform. All documents shall be in alignment and comply with QH-PR-026 – Control of Documented Information.

5.4.3.2. GO-ARC QHSSE PLATFORM

GYSBI has recently migrated from its former paper based QHSSE Management Systems to an online digital database that will help GYSBI to:

- analyze all system data in real time,
- monitor permit activities,
- connect with employees more easily and,
- respond to and address issues more efficiently.

The entire QHSSE Management System from Incident Investigation to day-to-day pre-use inspection of equipment shall be managed via the online database. This will

provide real time data for Management to make informed decisions about QHSSE at the Shorebase & GIE.

The GOARC platform fully integrates with equipment, software, Internet of Things (IoT), sensors and other sources, enabling remote monitoring and real-time data visualization in a single command centre. The technology-based platform provides data-driven decision-making capabilities with AI-based preventive analytics and insights. A central source of reliable data consolidates information, monitors and tracks workers, equipment, tasks, and maintenance procedures to improve operational performance, enable fast response, and ensure correct actions for an efficient and safe environment.

5.4.3.3.OBSERVATION & INTERVENTION CARDS

On the level of commitment in creating a culture of prevention in the workplace in the use of observation and intervention card. Through this system persons actively participates by making reports and suggestions. These are reviewed and implementations are made accordingly.

Observations and interventions (O&I) promote incident/accident prevention in various ways:

- They help workers and supervisors to identify hazards and adopt preventive or corrective measures immediately.
- They provide personal and site-level communication and learning.
- They provide information for company-wide health and safety management.
- They help workers to prevent others from performing tasks in risky ways.

The observation & intervention card is not only available to workers on base. Inducted personnel and senior management are also encouraged to use it.

Any observation that helped to identify a significant hazard, will be awarded, and published on the safety bulletin board. The intention is to promote company-wide learning. O&I cards are entered and managed via the GO-ARC QHSSE Platform.

5.4.3.4.CELLULAR & WIRELESS DEVICES USAGE AT GYSBI

The Company is committed to achieving the highest performance in occupational health and safety with the aim of creating and maintaining a safe and healthy working environment. Consistent with this the Company accepts that use of cell phones while operating in a high-risk environment, can create an unsafe condition in which your mind is not on task and therefore a significant hazard.

The purpose of this policy is to help us get the most out of the advantages these instruments offer our company while minimizing distractions, accidents, and frustrations improper cell phone use can cause.

The Guyana Shore Base Inc. (GYSBI) cell Phone workplace policy offer general guidelines for using personal and company phones during work hours in certain locations.

The following are basic guidelines set out by the Company for proper employee, subcontractor, and visitor cell phone while involved in the operations. In general, these cell phone should not be used when they could pose a security or safety risk, or when they distract from work tasks. Specific circumstances include:

- Never use a cell phone while driving.
- Ensure cell phones are not inside the cabs of GYSBI/Contractor operated equipment (eliminating the temptation to use)
- Never use a cell phone while operating equipment.
- Do not use cell phones for surfing the internet or gaming during work hours.
- Avoid using work cell phones for personal tasks.
- Avoid using personal cell phones for work tasks.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.
- Never use cell phones while in an active work zone.

The following guidelines are examples when phones are accepted to be used under the condition it has been approved from Base Manage/Base Coordinator & QHSSE Supervisor:

- Following an incident (and key personnel are required to be contacted)
- Evidence based pictures for investigation purposes
- Evidence based pictures to provide clarity for customers, contractors, client & Management who make this request.
- Limble (software) for pictures to submit a maintenance issues. Note: the documented information that is required to complete a Limble completed whilst in a phone friendly zone.
- References: QH-PO-004-Cellular and Wireless Devices in the Workplace Policy

5.5. QHSSE OPERATIONS

5.5.1. INCIDENT MANAGEMENT

Incident/Accident/Near-Miss

The incident/accident/near-miss reporting, and investigation is in accordance with the relevant procedure for GYSBI Operations and the forms to be used are there enclosed. The purpose of the procedure is to:

- Define methods of reporting incidents/Near-Miss and more generally undesired events
- Classify incidents/Near-Miss and determine the levels of investigation
- Implement measures for the prevention of re-occurrences
- Monitor results of prevention methods

Following an internal investigation, the main objective of this document is to prevent that undesired events happen again. The responsibility for incident investigation lies with management and will be assisted by the QHSSE Department. The philosophy behind the event's reporting system is that:

- All accidents/incidents are preventable through a continuous reporting of all the existing hazard conditions and behaviours.
- Safety is everyone's responsibility
- Site management has the responsibility to conduct accurate analysis of the outcomes of this reporting system and take appropriate actions to eliminate the unsafe conditions and avoid re-occurrence.
- Reporting and eliminating unsafe acts and unsafe conditions contributes to safe working site and environment.

The QHSSE Manager shall be responsible for reporting all accidents/incidents/near-misses, personnel injuries, casualties, damages, and fires to Management and Government Authorities (if mandatory by law and/or required by Local Authorities).

Investigation and Reporting shall be implemented as follows:

- In the event of fatal accidents or serious injuries, satisfactory investigation will be carried out by the Base Manager, QHSSE Manager and QHSSE Supervisor and will be reported verbally, being followed by a written report to GYSBI Management.
- All incidents/accidents/near-miss will be reported in writing to GYSBI Management and Client not later than 24 hours.
- QHSSE Monthly reports shall be submitted to GYSBI Management.
- Level of investigation will be determined by assessing the actual hurt level and the potential hurt level by using GYSBI Hurt Matrix and report using specified GYSBI Incident Investigation Form.

Lessons learned from investigations shall be shared and communicated to personnel as per 5.4.3 _ Communication.

- Reference: QH-002-Investigation - Reporting Procedure

5.5.2. EMERGENCY RESPONSE MANAGEMENT

The ultimate focus in responding to emergencies at the Shore Base and GIE is to save lives and or reduce the severity of injuries and environmental damages.

The ER Strategy (QH-PL-002 – Emergency Response Strategy) has been developed to provide overarching guidance on the type of actions to be taken in the individual ER Procedures (see reference list below). The ER Strategy defines the key stages of an ER Procedure, and its general objective is to ensure that all areas of the base have their individual ERPs. GYSBI comprises of a multi occupancy site with various tenants that have their individual Emergency Response Plans. Different Strategic ERP Objectives have been determined for the respective operations and facilities.

The strategy on this site is to:

- **Alert / Activate:** Incident is confirmed, and a local alarm is activated to alert personnel to the incident. On-Scene Commander (OSC) to be alerted and GYSBI ERC informed.
- **Muster & Isolate:** Muster of non-essential personnel to the designated Muster Area(s). Whilst the Muster is occurring, isolation and if appropriate depressurisation/blowdown will be initiated.
- **Control & Evaluate:** OSC to evaluate the incident.
- **Stay at Muster Points:** Until the event is brought under control or evacuate if event itself or escalation requires.

In line with GYSBI's Emergency Response Goals, it is necessary to add definition to turn this ER Strategy into event-specific plans to reflect the individual conditions of the event and the resources of the facility(s) (personnel, equipment, and layout). This has been achieved through the creation of ER Plans for all reasonably foreseeable Major Accident Hazard (MAH) events. Each ER Plan details the actions to be followed for that event in line with the ER Strategy.

It is the responsibility of each member of GYSBI Management, Supervision, and staff to familiarize themselves with the emergency procedures, which apply to the Shore Base and GIE activities.

- References: QH-PR-001 – Investigation – Reporting Procedures, QH-PR-008 – Shore Base Entry and Exit Procedure, QH-PR-013 – Medical Response Flowchart, QH-PR-024 – Annex Entry Exit Procedure, QH-EXT-001- Fuel Transfer – External ERP, QH-EXT-002 – Fuel Farm – Operations External ERP (SOL), QH-PL-001 – Staff house ERP, QH-PL-002 – Emergency Response Strategy, QH-PL-007 – Fuel Farm – GYSBI Operations ERP, QH-PL-008 – Wash Bay – ERP, QH-PL-009 – Fuel Farm – SOL Pipeline ERP, QH-PL-010 – Station Bill, QH-PL-011 – Green Acres ERP, QH-PL-012 – Annex ERP, QH-PL-013 – Station Bill _ Annex, QH-PL-014 – WINSOR ERP & QH-PL-015 – Shorebase ERP.

5.5.3. ENVIRONMENTAL MANAGEMENT

The environment is paramount, therefore GYSBI shall employ all efforts to prevent and take reasonable precaution to avoid contamination or pollution of the working locations or waterways therein, arising out of performance of the work.

Preserving the environment and minimizing project footprints are the prime objectives of GYSBI. GYSBI will carry out all operational activities in line with its environmental management system guidelines.

As part of GYSBI environmental protection requirements, the following are the prime objectives:

- Consider environmental planning in all our operations, addressing risk and opportunities related to environmental aspects, to prevent undesired events, managing potential impacts on the organization and maintaining documented information.
- Adopt the “Plan-Do-Check-Act” philosophy to monitor and evaluate our results, ensuring environmental performance is maintained.
- Determine external and internal environmental conditions that may affect or be relevant to our operations, delivering a strategic response to achieve the intended outcome.
- Provide adequate resources, infrastructure, and knowledge to manage the system and ensure that all personnel are made aware of GYSBI's environmental policy and the implication of not fulfilling our compliance obligations.
- Understand the needs and expectations of clients, customers, and our stakeholders, thus defining our environmental compliance obligations.
- Demonstrate leadership and commitment by ensuring KPIs are set, communicated, and progress is continually monitored to ensure intended outputs.
- Provide and implement a documented environmental management system aligned to our products and services in accordance with international standards.
- Plan changes in accordance with the business needs to achieve our environmental objectives.
- Maintain emergency processes to mitigate any potential adverse environmental impacts from our operations.
- Identify opportunities for improvement implementing the required actions to enhance performance and customer satisfaction.

GYSBI will ensure high standard of housekeeping and materials storage at all project sites as well as residential homes. All areas will be always kept in a clean and neat condition. Effective housekeeping with respect to waste storage/disposal will be included as an item in the routine inspections of the QHSSE Officer.

Collection, storage, and disposal of any hazardous waste generated from GYSBI operational activities will be in line with applicable local legislation.

GYSBI will strictly adhere to all applicable local laws, regulations, and codes of practice relevant to the protection of environment and to incorporate best practice in environmental principles into all GYSBI operational activities.

- Reference – QH-PL-003 – Environmental Management Plan

5.5.4. SECURITY MANAGEMENT

GYSBI shall maintain a Security Plan that lays out and explains the various risks and planned responses to situations occurring in and associated with the company operations, including its staff and locations. In addition, GYSBI shall maintain additional procedures (Annex & Shorebase Entry-Exit Procedures) to provide controls that will protect people, property and assets whereby should an undesired event occur GYSBI can account for all people on the Shorebase and Annex.

- Reference: QH-PL-004 – GYSBI Port Facility Security Plan, QH-PR-008 – Shore Base Entry and Exit Procedure & QH-PR-024 – Annex Entry-Exit Procedure

5.5.5. TRAFFIC MANAGEMENT

Management of traffic and the movement of mobile plant and equipment is a key component of QHSSE Management at the Shorebase & GIE. All vehicles at GYSBI locations are mandated to follow the designated speed limit – 15 kmph or as specified by non-routine activities, weather, and road conditions. In addition, operators of vehicles carrying loads are mandated to adjust their speed to compensate for the resulting decrease in vehicle road handling and stopping distance. Further, the interface between Pedestrian and Vehicle/Equipment movement shall be adequately controlled. To that end, pedestrian shall use pedestrian pathways where available, cross roadways at right angles, never approach operating mobile equipment without first making positive contact with the operator, or signal from a banksman that it's safe to approach. Further, personnel working in proximity of operating vehicles or Mobile Equipment must adhere to the banksman mandate in QH-SI-001 – S001 – Requirements for Banksman.

All incidents and near miss events must be reported to the Base Manager. When a vehicle or Mobile Equipment breakdown occurs, an attempt must be made to park the vehicle at a safe place. The operator is to inform the Base Manager immediately by telephone. The Base Manager in liaison with QHSSE Manager/Supervisor and Base Coordinator shall arrange recovery in accordance with an approved Recovery Plan.

Journey Management must be done in accordance with OP-041-Journey Management Procedure.

- Reference: QH-PL-005 – Traffic Management Plan, QH-SI-001 – S001 – Requirements for Banksman & OP-041-Journey Management Procedure

5.5.6. OPERATION MANAGEMENT

GYSBI QHSSE Management System for operational activities derived directly from the QHSSE Procedures and practices, including QHSSE Management Plan, Procedures, and standing instructions which has demonstrated to be effective through other

similar projects. Once adapted to GYSBI operational activities, these will establish coherent and inclusive program planning, execution, and monitoring for all activity of the Shore Base and GIE Progression.

GYSBI trust that the effectiveness of the QHSSE Management System passes through a consistent planning of the operations. Through this approach, risks connected to the planned operations are identified. Unplanned operation and conditions are always the most dangerous and for this reason they must be avoided.

A proper planning, it is of outmost importance to define a proper and easily identifiable set of plans and procedures. The here below description represents the GYSBI System developed for the Shore Base and GIE projects.

QHSSE Procedures/Standard Operational Procedures

Critically controlled document procedures and standing instructions are develop and maintained for activities crucial to the management of QHSSE at the Shore Base and GIE. These critical activities, procedures and standing instructions are identified in GYSBI Guidance Booklet.

It is important that persons responsible for preparing procedures and work instructions are closely involved with activities covered. Procedures and work instructions are written simply and unambiguously, indicating the persons responsible, the methods to be used and where appropriate, state performance standards and criteria to be satisfied.

Lifting Operations

Each GYSBI site / area, shall have lifting procedures that provide a safe system of work, and that monitor compliance with this practice, local legislation, and site standards, through a robust and rigorous assurance and self-verification system. This shall be managed by competent personnel who are sufficiently trained. As such, all Site Lifting Coordinators (SLCs) shall assure that all direct and related risks identified are effectively managed through risk assessment, planning, execution, and monitoring in accordance with GYSBI risk assessment. In addition, all Departments shall have a system for managing lifting operations ensuring that every lift uses a systematic repeatable process, implementing safeguards, controls and lessons learned and thus avoiding repeat incidents.

All lifting operations shall be categorised as Category 1, Category 2, or Category 3. Category names may be altered to suit established local terminology, but the intent, definition and content shall remain unchanged as minimum requirements; however, the Site Lifting Coordinator may add additional requirement which make the categorization more stringent. Once categorized, this will dictate the level of risk assessment, lift planning, required personnel, training, competence, approval, endorsement, and authorisation that is required. All Category 1 Lifts shall be supported by a Level 1 risk assessment and Category 2 and 3 lifts shall be supported by a level 2 risk.

If there are changes to the expected lifting operation conditions and circumstances, the lift categorization shall be reviewed and if required the approval process repeated. Site Lifting Coordinator shall agree and periodically verify the categorization of Category 1 (Generic) lifting plans / standard operating procedures. Lift categorization is specific to the lifting environment and hence onshore, lift categories differ in approach as per the relevant lift.

Lifting operations shall only be executed with an approved and authorized plan. Lifting Plans shall be developed by a competent person along with input from those involved in the operation, before approval, endorsement, and authorization. The lift plan and accompanying Level 1 or Level 2 risk assessments shall define how the lifting operation will be performed and a safe system of work to be used, including the identification of necessary equipment, personnel, resources, controls, and actions.

Lift plans shall not make use of process pipe work to bear any load and shall consider the deck or ground strength required to carry out the operation safely.

All lifting operations should be planned to ensure that they are carried out safely, and that all foreseeable hazards are identified, and all risks eliminated or mitigated to as low as reasonably practical.

All lifting equipment used shall be certified, examined, and inspected to meet the legal requirements and/or international standards and to ensure safe work conditions.

Planning shall basically contain and consider the following steps:

- Weight of the load
 - Method of lifting
 - Working radius
 - Communication system
 - Selection of equipment
 - Size of the load
 - Selection of appropriate rigging
 - Positions of obstacles
 - Weather conditions
 - Appropriate work permit and lifting plan
-
- Reference: OP-016-Lifting & Hoisting Procedure/OP-032- Lifting Categorization Procedure.

Colour Code System

GYSBI's Colour Code System shall be developed and implemented for portable items of lifting equipment used such as slings, shackles, rope wire, belts etc. Colour code bands shall be painted on every piece of lifting gear. The colour shall indicate to the user and the inspector, that an examination has been performed within the prescribed period.

A new colour shall be introduced every six (6) months, with the old colour code being changed out but over fourteen (14) days to allow inspection and new colour coding to be applied. During the change out period (7 days before or 7 days after the changeover date), the two in date colour codes are accepted. From the 7th day after the change over date, then only the colour code for the 6 monthly period will be valid.

Any lifting gear that does not have a visible colour band, or where the colour is out of date, should not be used. It shall be returned to store and not use without a thorough examination by a competent person. A Label reporting all colour codes shall be posted on site and in cabins of cranes and fork-lift to inform all workers about the colour in force.

- Reference: OP-045 – Lifting Colour Code Chart

Demarcation & Barricading

Management will provide requirement for the set-up and maintenance of barricades, that restrict entry and/or provide warning or area that involve hazardous activities, unsafe conditions, or unusual circumstances.

Demarcation shall be maintained for the duration it is in place by either the work crew accountable for the work area, or the person accountable to resolve a reported hazard.

When demarcation is no longer required, all traces of demarcation tape and information tags shall be removed from the area. Retractable demarcation barrier housings may be left in situ when not in use, provided the tape is fully retracted.

- Reference: GYSBI Standing Instruction S/002-Use of Cones to Demarcate Red Zones for further Information.

5.5.7. HEALTH MANAGEMENT

Occupational Safety and Health

GYSBI will assess and manage the exposure of all employees to safety and health hazards associated with its operations; and will ensure adequate medical facilities.

Specific procedures will be implemented to address the safe handling of all hazardous materials. The requirements for procedures will be identified by risk assessments performed by the appropriate responsible Manager or Supervisor.

Medical Facility

Health and First Aid facilities shall be provided in accordance with the relevant statutory requirements applicable to the company's operation.

Additional on-plant equipment such as stretchers, resuscitations, and eyewash stations will be identified during the risk assessments (health risk assessment/first aid needs assessment) based on the health hazards and the facility layouts.

Medical Emergency Procedure

The emergency procedure shall address the problems of medical emergencies. Provisions to deal with these emergencies shall be developed in consultation with GYSBI's QHSSE Department and ISOS Emergency Services.

- Reference: QH-PR-013 – Medical Response Flowchart

Hygiene Inspection

To guarantee the desired level of hygiene, the QHSSE Department shall maintain regular and accurate inspection of:

- Domestic and potable water
- Lunchrooms
- Accommodation
- Toilets and showers
- Drainage
- Disposal of waste materials

Hygiene inspections are organised on weekly basis and findings recorded and communication to relevant department for improvement. These inspections shall be done on the GO-ARC platform and corrective actions identified shall be assigned to the relevant Managers/Supervisors for action.

Drug, Alcohol-free and Contraband Free Workplace

All personnel are required to undergo a drug and alcohol test prior to commencing work with GYSBI or in GYSBI controlled areas. Personnel must not commence work if they are not fit for duty or if they are impaired by alcohol, illicit drugs, or medication.

All personnel accessing GYSBI base controlled areas shall be subject to the GYSBI alcohol and drug testing program, which incorporates random for cause and for concern testing.

Company Personnel are disqualified following non-compliance with the prohibitions below:

1. Using, possessing, selling, manufacturing, distributing, concealing, or transporting on company or customer property (including off-duty time) any of the following items:
 - a. Any prohibited substance; or
 - b. Contraband, or
2. Being under the influence of any Prohibited Substance.

3. Switching or adulterating any urine, blood, or any other specimen, participating in any attempt to adulterate or substitute a specimen, obstructing the collection or testing process, failing to promptly proceed to a collection site and provide specimens when told to do so, refusing to sign required forms, and failing to cooperate with an inspection.
4. Prohibited from operating a vehicle on behalf of the company or customer while under the influence.
5. While employed or being considered for employment, employees are prohibited from:
 - a. A confirmed Positive for Alcohol or a MRO Positive for drugs, or
 - b. A refusal to test for Alcohol and Drugs, or
 - c. A refusal to submit to an inspection

At any time, company and/or customer may conduct or require an unannounced inspection of company personnel and their property for items that may include prohibited substances or contraband. Inspections may include, but are not limited to:

- a. Clothing, wallets, purses, baggage, lockers, work areas, desks, toolboxes, and vehicles.
- b. Company or customer may authorize inspection specialists, including scent-trained animals to conduct an inspection.
- c. If discovery of Prohibited Substances or Contraband cannot be directly associated with individual company personnel, but can be reasonably associated with a defined group of company personnel (e.g., people who use one change room):
- d. Customers may conduct or require company to conduct an inspection of company personnel group's clothing, wallets, purses, baggage, lockers, work areas, desks, toolboxes, vehicles, and any other designations by customers, and/or
- e. Customers may require company to conduct Group suspicion-based testing of company personnel within this group.

Company personnel in Safety Sensitive positions may only use potentially impairing medication (e.g., Prescription Drug, over-the-counter medication, herbal medicine) under the following conditions:

- a. Medication(s) have been obtained in a manner consistent with applicable laws and regulations
- b. Company personnel have notified company that they will be in possession of, or using, potentially impairing medication(s).
- c. Company's health professional has assessed the capability or fitness of company personnel to perform safety sensitive duties.

GYSBI's Drugs, Alcohol, and Contraband Policy is in place to ensure a safe, healthy, and productive work environment for the employees of the company, customers, and others on company or customer property.

- Reference: QH-PO-007-Drugs, Alcohol and Contraband Policy

5.5.8. MANAGEMENT OF HAZARDOUS SUBSTANCES

Management, control, and use of hazardous substance shall comply with all applicable Local and International Safety Laws, supporting QHSSE Standards and Policy, which set out the principles of occupational safety and health in relation to work with all substances whether in a solid, liquid, or gaseous form. The regulations also cover microorganisms. Where do not exist, GYSBI will adopt and apply standards that reflect its commitment to QHSSE Management plan.

All personnel are required to make full and proper use of any control measure and to report any defects. Workers are also required to participate in any health surveillance that may be undertaken.

In developing controls for substance hazardous to health, risks should be reduced to as low as reasonably practicable, applying the following steps:

- Substance elimination
- Engineering controls
- Substitution of hazardous substances or procedures with those that are less hazardous
- Suppression of emissions to reduce dust, mist, or vapor.
- Total enclosure of the process
- Partial enclosure and the use of local extract ventilation (LEV)
- Improved general ventilation
- Reduction of numbers of personnel exposed and the periods of exposure
- Suitable personal protective equipment
- Proper storage
- Appropriate measures to ensure correct spillage prevention and containment
- Adequate facilities for washing to remove risk of contamination
- Correct of number of personnel exposed and the periods of exposure
- Provision and availability of up to date 'Safety Data Sheets'.

Third Parties shall transport, handle all chemicals and radioactive material in a manner suitable for their nature and potential to pollute or cause harm, taking account all liquid, gaseous and solid substances that are to be staged at GYSBI in line with:

- Occupational Safety & Health Act #32,1997
- Maritime Administration Regulation-Guyana Shipping Act, 1997
- Environmental Protection Act 1996
- Pesticides and Toxic Chemicals Control Act 2000
- Environmental Protection (Hazardous Waste Management) Regulations 2000

Third parties are required to provide full documentation to ensure this is always kept legally compliant whilst on GYSBI property. GYSBI shall provide a staging area to accommodate chemical or radioactive deliveries for a period of no longer than 24 hours. Third parties are responsible to protect hazardous substances from rain and sun where necessary.

Secondary containment shall be used for the storage/staging of all Hazardous Substances at GYSBI facilities.

GYSBI will provide the resources to transport the hazardous substances from the staging area to the vessel.

GYSBI will provide an emergency spill response in the event a spill is identified during transportation to and from the vessel, or an unintentional event occurs during staging that impacts the staging area resulting in an uncontrolled release of any hazardous substance.

Any waste from a spillage which is deemed a direct cause of the third party i.e., poor packaging, damaged or leaking containers etc. whilst on the GYSBI site would be taken to a licensed waste treatment facility and recharged back to the third party.

All hazardous substances transported to GYSBI yard, must be stored in secure packages clearly and permanently labelled to include the following information: MSDS (Radioisotope fact sheet for radioactive materials), Name of substance, UN number, Hazard identification, Quantity, SDS number, Manufacturer. The labelling requirements apply to both the outside packaging and any individual units.

Incompatible hazardous substances shall not be stored together such that potentially dangerous reactions could occur, (even when storage is temporary). It is the responsibility of the third party to provide this information within their risk management documentation, along with an emergency response plan for the hazardous substances that would be staged at the GYSBI facility.

Before any hazardous substances are to be allowed on to site, the third-party emergency plan should be supplied ensuring, as a minimum, it clearly identifies the steps to mitigate the risk of the following occurring and provide evidence of the resources to prevent one of the items below becomes a reality.

- Hazardous substance leak where workers could be asphyxiated.
 - Exposure to radioactive materials resulting in ARS or life-threatening diseases.
 - Corrosives substances reacting with metal and damaging buildings or plant.
 - Acute toxic liquids spilling and contacting workers.
 - Workers developing symptoms from long term exposure to carcinogens.
 - Fire and explosion
- References – QH-P0-005 – Hazardous Substances Staging Policy

Safety Data Sheets (SDS)

GYSBI shall maintain an inventory of hazardous materials or substance that are used at the worksite such as:

- Mud and treatment products
- Cement products
- Corrosion protection

- Combustibles
- Solvents and paints
- Compressed gases

GYSBI shall make readily available, for each of these hazardous materials, a safety data sheet (SDS) to reinforce awareness of the risk and knowledge for the control and recovery measures by all concerned.

Spill Response at GYSBI

GYSBI shall endeavour to prevent leaks or spills, and to control them if they do occur. To prevent soil and water contamination from fuel, grease, waste oils and other petroleum products, the following will be implemented to minimize the risk of a spill:

- Inspect equipment's thoroughly for fuel or oil leaks before and after using
- Ensure refuelling of equipment's is done at a designated area and procedure are followed.
- Never fill any tank above the safe filling level
- Level indicators in the tanks
- Float level switches
- Continuous daily monitoring
- Recycling of wastewater
- Berm erected around the perimeter of the wash-bay and generator(s).

Clean-up equipment and absorbent materials are readily available at all emergency station and fuel truck are equipped with spill kit.

Spill Assessments & Scenarios – GIE

Fuel/oil spill/leak from forklifts/Trucks/Generators.

The generator, although in a bunded area, is near a waterway. Rainwater overflow or damage to the bund, could result in adverse impacts on the marine environment.

- Overflow of wastewater from tanks and wash-bay drain or leak from wastewater conduit

Damage to the wash-bay bund or overflow, resulting in wastewater seeping into the ground and into the drain, causing soil and water pollution, respectively.

- Overflow of fuel when refuelling forklift/ generators
- Hose from fuel truck fail while refuelling.
- Chemical spill while transporting around the site.
- Chemical spill cause by Schlumberger activities in warehouse.

Spill Assessments & Scenarios – Shorebase

- Fuel/oil spill/leak from forklifts/Trucks/Generators.
- Overflow of fuel when refuelling forklift/ generators.
- Leak or spill from stored waste oil containers.

- Fuel leak or spill at the fuel farm.
- Defective secondary containment wall around waste oil storage sites.
- Hose from fuel truck failure while refuelling.
- Chemical spill during chemical load out on the wharf.
- Chemical spill while transporting around the site.
- Chemical spill caused by Schlumberger activities in warehouse.

The collection, storage, transport, treatment, and disposal of waste from a clean-up will require a significant logistics effort and must be managed in compliance with local Regulations and QH-PR-21-Waste Management Procedure.

- References: QH-PL-012-Annex ERP, QH-PL-015-Shorebase ERP & QH-PR-21-Waste Management Procedure

5.5.9. INSPECTION OF SAFETY EQUIPMENT

GYSBI is strongly committed to apply procedures to ensure the safe conditions of equipment in use in the workplace. It applies to all equipment used by personnel, and it covers the safe handling maintenance, storage, and use.

A list of common types of equipment to which the requirements apply comprises:

- Fire extinguishers
- Eye wash stations
- First Aid Kit
- Vehicle safety equipment
- Spill kits
- Oxygen tanks
- AED
- Air Horn
- Oxygen Cylinders
- EKG Machines/Leads
- BP Apparatus
- Self-contained breathing apparatus
- Personal Protective Equipment (PPE)

GYSBI sets out to ensure that all equipment is maintained in first class working condition and to minimize any downtime. Safety equipment are inspected based on a defined schedule for the different types/classes of equipment (i.e., medical equipment, spill response equipment etc.) e.g., fire extinguishers are checked monthly.

5.5.10. INSPECTION OF OPERATIONAL EQUIPMENT/VEHICLE

All work equipment, machinery and vehicles shall be inspected prior to use to identify whether it can be operated, adjusted, and maintained safely, with any deterioration detected and remedied before it results in a QHSSE risk.

Failure to inspect any work equipment before use represents a breach of GYSBI QHSSE Policy/Procedures/Practices and shall result in disciplinary action.

- References: OP-014-Chain Saw Usage Procedure, OP-015-Circular Saw Usage Procedure, OP-050-Container Stacker Operating Procedure, OP-030-Crane Pallet Fork Procedure, OP-028-Crawler Crane Operating Procedure, OP-021-Forklift Truck Procedure, OP-002-Fuel Truck Procedure, QH-012-Hand Tools (Non Powered) Procedure, QH-018-Hand Tools (Powered) Procedure, OP-012-Impact Driver Procedure, OP-016-Lifting & Hoisting Procedure, OP-10-Minibus Usage, OP-027-Mobile Crane-Rough Terrain & All Terrain Procedure, OP-013-Pressure Washer Operating Procedure, OP-020-Rigging Loft Procedure, OP-031-Truck and Trailer Procedure, OP-023-Truck Loading & Unloading Procedure, OP-025-Vehicle Pre-Use Inspection Procedure, OP-003-Water Truck Procedure & HR-018-Disciplinary Policy (used in conjunction with HR-019-Fair Play Guide).

5.6. PERFORMANCE MEASUREMENT AND MONITORING

5.6.1. AUDITING

5.6.1.1. INTERNAL

GYSBI shall develop and maintain an internal audit program that is applicable to all operations and construction related activities undertaken by GYSBI, Subcontractors and vendors at the Shorebase and GIE. Internal audits shall be used to demonstrate conformity to QHSSE standards and will drive continual improvement for the company's operations. The QHSSE Team shall develop a quarterly audit plan and ensure that all processes are audited once a year as a minimum. All Managers and Supervisors shall participate in QHSSE audits and shall address nonconformities within the stipulated timeframe.

- Reference: QH-PR-014 – Audit Procedure

5.6.1.2. EXTERNAL

All tenders shall be subjected to technical and QHSSE Evaluation and any tenders that do not pass either the technical or QHSSE evaluation will not be commercially evaluated. In addition, GYSBI shall maintain a Vendor Performance Evaluation program to ensure audits are conducted according to specified frequency for the different types of vendors. As such, GYSBI shall maintain a classification system for vendors and all vendors shall be identified based on the said classification system (Critical, Non-Critical, Default & Blacklisted). Any vendor that is moved to a Blacklisted Category owing to poor performance or QHSSE issues will be informed and given a full report of the reason for being blacklisted.

- Reference: Supplier Evaluation Questionnaire-Service QH-FO-080, SC-003-Tender Procedure for Services & SC-018-Vendor Management Procedure for Goods and Services.

5.6.2. MANAGEMENT REVIEW

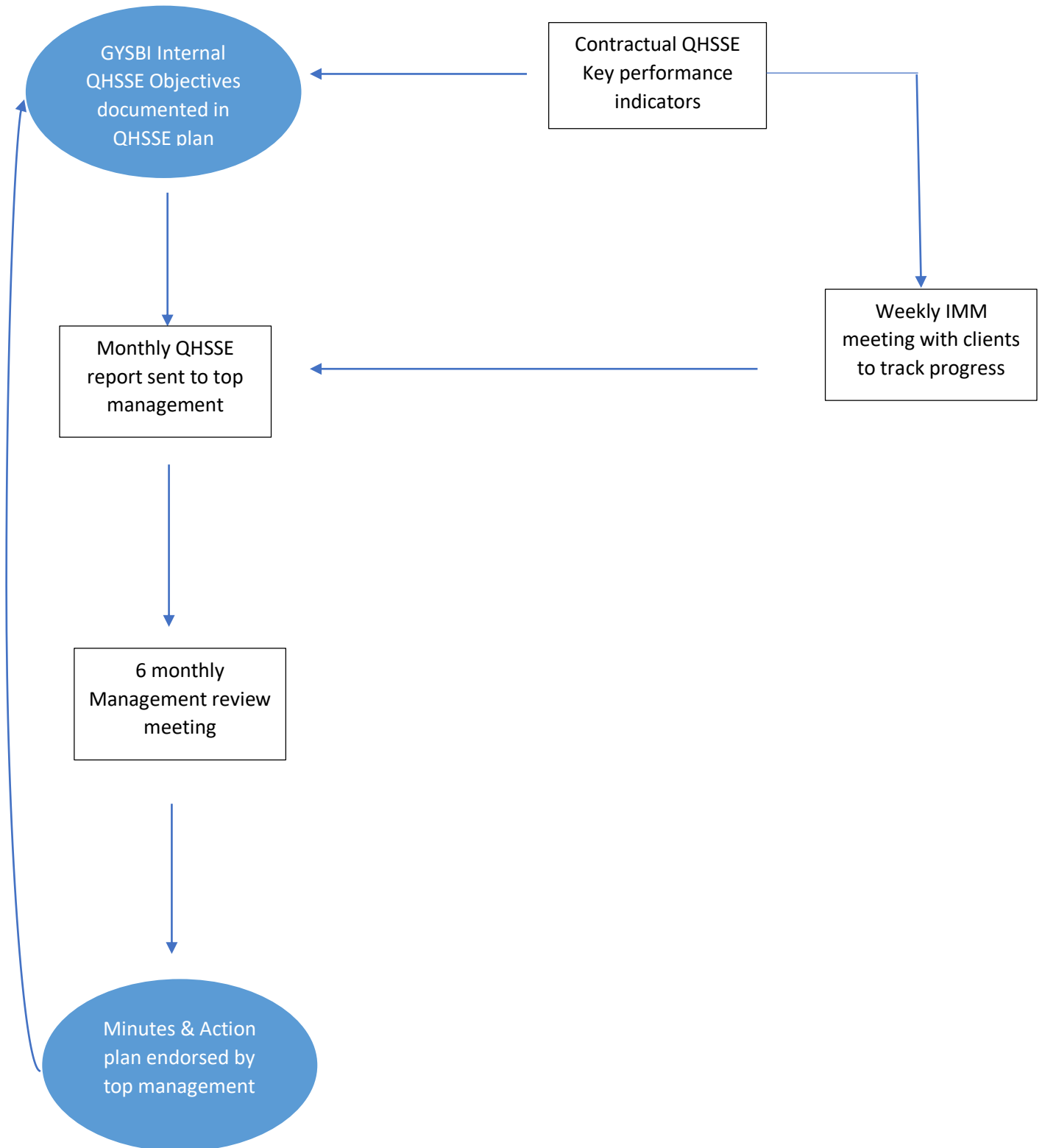
The Quality, Health, Safety, Security, and Environment Plan for GYSBI shall be reviewed on a regular basis for the purpose of improvement.

A formal management review will be held every 6 months, in accordance with flow chart below.

Top management shall review the performance and the effectiveness of the QHSSE Management System, taking into consideration the following:

- A. The status of actions from previous management reviews.
- B. Changes in external and internal issues that are relevant to the OH&S management system, including:
 1. The needs and expectations of interested parties.
 2. Legal requirements and other requirements.
 3. Risks and opportunities.
- C. The extent to which the OH&S policy and the OH&S objectives have been met.
- D. Information on the OH&S performance, including trends in:
 1. Incidents, nonconformities, corrective actions, and continual improvement.
 2. Monitoring and measurement results.
 3. Results of evaluation of compliance with legal requirements and other requirements.
 4. Audit results.
 5. consultation and participation of workers.
 6. risks and opportunities.
- E. adequacy of resources for maintaining an effective OH&S management system.
- F. relevant communication(s) with interested parties.
- G. opportunities for continual improvement.

GYSBI Management Review Process



5.6.3. CONTINUAL IMPROVEMENT

Management regularly reviews and continually improves the GYSBI Safety Management Plan with the objective of improving OSH Performance. Opportunities for improvement are revealed from various sources including but not limited to:

- Internal Feedback
- Client Feedback
- QHSSE Committees' Meetings
- Lessons Learnt from Incidents
- Bi-annual Management Review Meetings
- Risk and Opportunities Register
- Audits and Reviews

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	-	-	Initial release of document
2	12-Sep-2020	Michael James	
3	25-Feb-2022	Andrew Dowson	Reviewed and updated all sections.
4	19-Sep-2022	Andrew Dowson	Updated Document References; inclusion of Management review requirement Updated Document Number
5	18-Oct-2022	Kurt Busuttil	Updated Scope; Inclusion of EEPGL KPIs

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This procedure shall be used and updated by QHSSE Department

1 INTRODUCTION

This procedure provides the format and content requirement for the preparation of QHSSE daily and monthly reports. This procedure also seeks to outline clearly the required standard for the reports in order to ensure consistency and efficiency thereby promoting document control and reducing error.

All data used shall be representative of information gathered from activities carried out at GYSBI Main Base and the GYSBI Industrial Estate. Information on relevant activities of all departments (operations, maintenance, construction and engineering) shall be captured in the reports.

2 PROCEDURE DETAILS

Definitions

ExxonMobil/EEGL	The client
Guyana Shore Base Inc.	The company
Construction data	Safety information generated from construction department
Year to date (YTD)	The period between the first day of the calendar year and the current date.

Job Safety Analysis	A document used to identify, analyze and record the steps involved in performing a specific hazardous job, the existing or potential safety hazards associated with each step and the recommended action(s) that will eliminate or reduce these hazards and the risk.
Risk Assessment Method Statement (RAMS)	A step-by-step picture-based document that provides a comprehensive overview of a specific operational activity/task, the risk associated in each stage of the activity/task and the corresponding mitigation measures.
Risk assessments	A formal process used to identify hazards and evaluate their associated risks in order to make suitable recommendations to eliminate or reduce the severity or likelihood of the hazard resulting in injury or ill health.
Stop Look Assess Manage (S.L.A.M)	A last-minute risk assessment tool used prior to the commencement of operational tasks and during operational tasks when conditions would have changed or where the risk of a potential incident is increased. SLAM is used in conjunction with the RAMS that is specific to the operational task to be conducted.

Work Permit	A formal document issued under the Permit to Work procedure (system) that grants permission for a task to be carried out in the safest possible manner. Work permits are issued as either hot or cold work permits for a variety of tasks carried out on the base.
GOARC App and CMS	An industrial safety app designed for use by company workers, operators and subcontractors to easily and effectively manage Health, Safety and Environmental records in real time, conduct incident investigations and to record safety reports identifying unsafe acts and unsafe conditions in their workplace. It also includes positive feedback and suggestions.
Pre-shift meeting	A meeting held before the start of every shift to discuss general tasks to be performed throughout the shift. HSE related issues are also discussed.
Toolbox talks	Brief meeting conducted by supervisors which focuses on HSE issues related to an imminent task. Toolbox Talks shall not include shift pre-shift meeting/briefing conducted before beginning of each shift.
Worksite inspections	Detailed scheduled examination of workplace (office/field) and processes by HSE and operations personnel. This is done with the use of a checklist

where findings are recorded and addressed immediately.

**Management safety
walkthrough**

An activity performed by Senior management, which consists of visiting a site to observe the state of HSE policy implementation. At the end of the visit written feedback is provided to QHSSE department.

**Safety committee
meeting**

Meeting held by the company's formal safety committee group which include member from management and workforce.

HSE meetings

Any Meeting held at work Site, base camp and offices where HSE matters are predominately discussed. It must be recorded by means of Minutes of Meeting. HSE meeting shall include daily pre-shift meetings, general weekly site safety meeting but shall not include weekly QHSSE departmental progress meeting.

HSE inductions

Formal safety training session designed to introduce new employees, visitor and contractor to the worksite, procedures, rules and other important aspects of the company's operation.

Safety drills

Method used to assess emergency preparedness that is practiced to ensure orderly evacuation in the

event of any emergency that can cause panic or chaos.

Training hours

Include the Health, safety and environmental training courses provided to employees, contractors and visitors that was facilitated by the company. HSE Training Hours must be calculated by multiplying the number of attendees by the duration of the training session.

HSE Training hours SHALL NOT include:

- i. Safety Induction Training
- ii. Emergency Drills
- iii. On the job training
- iv. Toolbox talks and shift pre-start briefings.

Fatality

Term to define a death resulting from a Work-related Injury, regardless of the time intervening between the injury and the death. Fatalities are included when calculating the number of Lost Time Injuries and Frequency Rate.

Lost time injury (LTI)

LTI is any work-related injury which renders the injured person temporarily unable to perform any regular Job or Restricted Work any day after the day on which the injury occurred (in this case “any day” includes rest day, weekend day, and holiday). The

day of the Accident is not counted when calculating Lost Workdays.

Total recordable incident

Term to define the sum of Lost Time Injuries, Restricted work incidents and Medical Treatment incidents.

Restricted work incidents

Any work-related incident that results in the injured person being unfit to fully perform regular duties on any day after the injury.

Medical treatment incident

Term to define any work-related injury (infected wounds, application of stitches, embedded foreign bodies in the eyes, etc.) that involves neither Lost Workdays nor Restricted Workdays, but which requires repeated treatment by, or under the specific order of a physician. Medical Treatment does not include First Aid even if this is provided by Physician or Medical Attendant.

First aid cases

The term to define any one-time treatment of minor injuries that usually do not require medical care by a physician (i.e. scratches, cuts, burns, splinters, not embedded foreign bodies in the eyes, etc.) and its eventual subsequent visits.

Security incidents

An event that may indicate that an organization's security systems have been compromised or that

measures put in place to protect the security of persons working on the base have failed.

Environmental incidents An unplanned or unwanted event that results in damage to the environment.

Equipment damage Any damage of equipment or asset as result of an accident. The damage can be the result of inappropriate use of the asset, asset use above standard parameters, destruction as result of explosion, fire, high pressure, etc.

Near miss incidents Is an incident which, under slightly different circumstances, could have caused an accident affecting people, environment or assets.

Lost time incidents rates (LTIR):
$$\frac{\text{Number of Loss Time Incidents} \times 200,000}{\text{Number of Work Hours}}$$

Total recordable incident rate (TRIR):
$$\frac{\text{Number of Recordable Incidents} \times 200,000}{\text{Number of Work Hours}}$$

Actual hurt rate:
$$\frac{\text{Number of Actual Hurts} \times 200,000}{\text{Number of Work Hours}}$$

Roles & Responsibilities

All departments shall make relevant information available for the preparation of the reports. All data must be provided formally and within a reasonable time period.

QHSSE Manager/Supervisor

The QHSSE Manager/Supervisor shall be responsible for ensuring that this procedure is adhered to and that all reports are prepared accurately and made available for dissemination within a timely manner. The QHSSE Manager/Supervisor shall review the monthly report and provide feedback if necessary. The monthly report must be shared with a designative representative of the Client (Exxon SHE department) and the heads of departments of GYSBI within the stipulated time period (seventh day of the new month).

QHSSE Manager/Supervisor/Coordinator/Senior Advisors/Advisors

The QHSSE Senior Advisors shall compile the daily report. The QHSSE Coordinator shall compile the monthly and quarterly reports with assistance from the QHSSE Senior Advisors and Advisors. QHSSE Manager/Supervisor shall review both reports and provide feedback within a reasonable time period to the QHSSE Coordinator or designated representative so that corrections/adjustments can be made if necessary and report finalized.

Procedure

Reports Preparation Guidelines

Data/information inputted into the reports must be accurate and verifiable. Information sources must be readily available for review and provided upon request.

The following table provides a summary in chronological order of the report preparation process.

Table 1 Showing the Report Preparation Process

QHSSE Daily Report		QHSSE Monthly Report	
Person Responsible	Task	Person Responsible	Task
QHSSE Advisors	Update report attachments and information sources as necessary (GOARC Logs).	QHSSE Coordinator	Gather information Prepare report Submit report to QHSSE Manager/ Supervisor for review
QHSSE Senior Advisor (Day)	Gather information for the preparation of the report.	QHSSE Manager/ Supervisor	Review report Provide feedback to QHSSE

QHSSE REPORTING PROCEDURE

	Prepare report.		Coordinator in a timely manner.
QHSSE Senior Advisor (Night)	Review report	QHSSE Coordinator	Finalize report
	Finalize report		Submits final report to QHSSE Manager/ Supervisor.
	Send report to recipients in Daily Report email list	QHSSE Manager/ Supervisor	Send final report to management
	Saves report (soft copy) in appropriate QHSSE folder on SPO.		
QHSSE Advisors	Update QHSSE statistics board as necessary (LTI, HFD, SLAM, O&I).	QHSSE Coordinator	Saves report (soft copy) in appropriate QHSSE folder on SPO.

QHSSE Daily Report

The aim of this report is to provide up to date information on the company's daily safety performance which is used to guide safety presentations and lectures and to make improvements on the company's day to day activities.

Form QH-FO-010 will be used to prepare this report and shall be populated with the relevant information during the dayshift and handed over to the night shift for completion. This report covers a period of 24 hours beginning from 00:00 h and ending 24:00 h and shall be sent to recipients no later than 07:00 h on the following day. The night shift QHSSE Senior Advisor shall share the report in PDF file format via email to the relevant persons.

The daily report is given as a table format and represents necessary data as per items mentioned below.

LTI Free days: This indicates the number of days worked with no lost time injury. Everyday worked without injury provides one day increment.

Medical Treatment Case YTD: This represents the total number of medical treatments given on the base for a period beginning from the first day of the current calendar year up to the current date.

Safety Reports YTD: This represents the total number of Observation and Intervention safety reports recorded for a period beginning from the first day of the current calendar year up to the current date.

First Aid Case YTD: This represents the total number of first aid cases that were attended to on the base for a period beginning from the first day of the current calendar year up to the current date.

Property/ Asset Damage YTD: This represents the total number of property/ assets damaged as a result of an incident on the base for a period beginning from the first day of the calendar year up to the current date.

Manpower hours: This indicates the total hours worked by the entire company inclusive of operations, security, water treatment personnel, drivers, office staff maintenance and construction personnel but does not include or any other sub-contractor working on the base.

Drugs and alcohol tests: This represents the total amount of drugs and alcohol tests done for the reporting period. This includes personnel from every department of the company.

Critical Observations: This refers to any observation made by or reported to the QHSSE department that has the potential of becoming worse if not addressed immediately. Observations related to a breach in the GYSBI's LSR can also be classified as critical observations.

Significant Observations and Intervention Safety Reports of the Day: O&I safety reports that was selected based on the relevance of the observation and impact of the intervention in comparison to the other reports submitted on that day.

QHSSE Monthly Statistical Report

Safety performance is one of the main parameters used to monitor and measure GYSBI's performance. Therefore, it is very important that this information is managed properly and shared with the Client and GYSBI Management in a timely manner. This report provides information that will guide decision making in relation to priority or critical areas for improvement. Statistical trend analysis can be carried out to measure progress of long and short-term safety goals.

Statistical data shall be provided for Key Performance Indicators (KPIs). Specific KPIs are detailed in the Monthly Report Form (QH-FO-021-Monthly Report).

Report Dissemination and Filing

Daily report: This report shall be regarded as a GYSBI public document and shall be shared with all departments of GYSBI and EEPGL. A hard copy of the report shall be posted on the QHSSE noticeboard where it can be viewed by employees, contractors and visitors. Soft and hard copies of this report shall be filed in accordance with the QHSSE filing system.

3 REFERENCES

[QH-FO-010 – QHSSE Daily Report](#)

[QH-FO-021 – Monthly Report](#)

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	1 Feb 2020	Michael James Sean Hill	Initial release of document
2	13 Aug 2020	Michael James Sean Hill	Document layout changed to new company format
3	17 Sep 2021	Kurt Busuttil	QHSSE Manager designation removed SPO Links to Appendix A and B documents inserted
4	24 Oct 2022	Kurt Busuttil	QHSSE Manager and QHSSE Coordinator designations added Designations for QHSSE Senior Advisors and QHSSE Advisors updated. Document references and links updated. Inclusion of RAMS, SLAM and GOARC App. Updated Document Number

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**This procedure shall be used by all departments and updated by QHSSE
Department**

1 PURPOSE

The purpose of this procedure is to outline the responsibilities and activities required to ensure the RAMS (Risk Assessment Method Statement) and S.L.A.M (Stop, Look, Assess, Manage) Last Minute Risk Assessments (LMRA) are carried out consistently and effectively in a formal manner. The implementation of this procedure ensures that RAMS & SLAM are carried out to aid in the identification of all associated risks with the activities and /or processes of Guyana Shore base Inc.

2 RESPONSIBILITY

RAMS & S.L.A.M is carried out on an ongoing basis and to be effective it is essential that all employees co-operate wherever they can in the RAMS & S.L.A.M to ensure the assessment accurately reflects the process, which is undertaken.

Managers/Coordinators/Supervisors/Foremen shall be responsible for conducting RAMS & S.L.A.M for their respective areas of operation, with the support of the QHSSE accountable persons and employees from the operational area. Additionally, Managers/Coordinators/Supervisors/Foremen shall ensure RAMS are reviewed regularly and remedial issues are identified and instituted on a regular basis.

If at any time an employee considers that there is a serious hazard in their area or there are deficiencies in existing QHSSE measures, or an opportunity for improvement has been identified, the employee must inform his/her

Manager/Coordinator/Supervisor/Foreman. It shall be the responsibility of all personnel to STOP any job or task that they feel is unsafe and to report this to their immediate supervisor or QHSSE Advisor to have a S.L.A.M Last-Minute RAMS meeting conducted to reassess the job

3 DEFINITION

Hazard – A hazard is any source of potential damage, harm or adverse health effects on something or someone. Basically, a hazard is the potential for harm or an adverse effect (for example, to people as health effects, to organizations as property or equipment losses, or to the environment).

Risk – the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard or the combination of the likelihood of a hazardous event occurring and the consequence of the event should it occur. Risk is made up of two parts:

- The likelihood (chance) that the hazardous event will occur.
- The consequence (severity) of the harm should it occur.

Risk assessment – a process that is, in turn, consists of three processes: risk identification, risk analysis, and risk evaluation.

Risk identification – Is a process that is used to find, recognize, and describe the risks that could affect the achievement of objectives.

Risk analysis – Is a process that is used to understand the nature, sources, and causes of the risks that you have identified and to estimate the level of risk. It is also used to study impacts and consequences and to examine the controls that currently exist.

Risk evaluation – Is a process that is used to compare risk analysis results with risk criteria to determine whether a specified level of risk is acceptable or tolerable.

Risk Rating – Risk Rating is assessing the risks involved in the daily activities of GYSBI and classifying them (low, medium, high risk) based on the impact.

Inherent Risk – The inherent risk, is the level of risk that an activity/hazard category would pose if no controls or other mitigating factors were in place.

Current Risk – The current risk is the level of risk associated with an activity after existing controls have been implemented to further eliminate or reduce the risk.

Accepted Risk – is a risk exposure that is deemed acceptable to GYSBI due to factors such as cost and secondary risk. Acceptable risk allows GYSBI to set practical targets for Risk Management and is helpful than the ideal that no risk is acceptable.

Monitoring – a process of supervising and continually checking and critically observing. It means to determine the status and to assess whether required or expected performance levels are being achieved.

Management Review – to evaluate the overall performance of the RAMS procedure, and to identify improvement opportunities

Manager – Base Manager at both the Main Base and the Annex/Industrial Park and other Managers at GYSBI inclusive of the QHSSE Manager

Coordinator – Base Coordinators at both the Main Base and the Annex/Industrial Park and QHSSE Coordinator

Supervisors – Logistics Supervisor & Warehouse Supervisor

Foreman – A person who oversees a specific task or a group of workers at the Main Base, Annex/industrial Estate & Berths.

Risk Assessment Method Statement (RAMS) - a step by step document that provides a comprehensive overview of a specific operational activity/task, the risk associated in each stage of the activity/task and the corresponding mitigation measures.

Stop Look Assess Manage (S.L.A.M) – a last-minute risk assessment tool used prior to the commencement of operational tasks and during operational tasks when conditions would have changed or where the risk of a potential incident is increased. SLAM is used in conjunction with the RAMS that is specific to the operational task to be conducted.

Job safety Analysis (JSA) – the process is a technique for systematically analyzing a job by listing the key job phases & associated tasks and identifying potential hazards associated with each key phase and associated task.

Critical actions or safeguards to eliminate or control the hazards are then developed, documented, and implemented.

GOARC - An industrial safety app designed for use by company workers, operators and subcontractors to easily and effectively manage Health, Safety and Environmental systems in real time, conduct incident investigations and to record safety reports identifying unsafe acts and unsafe conditions in their workplace. It also includes positive feedback and suggestions.

4 SEVERITY OF HARM

When considering how severe the harm from a hazard could be, it is important to be realistic. Almost every hazard could result in death; however, a practical approach must be adopted. Factors affecting severity include:

- The number of people who may be affected in one incident.
- Individuals especially at risk because of disabilities or medical conditions.
- Concentration of a substance, speeds, heights, weights, amount of energy etc.
- The frequency with which the activity is carried out
- Potential damage to the environment.

5 RECORDING SEVERITY

Judging the severity of the most probable effect of a hazard can be entered on the general RAMS form in the Severity column as a number using the following scale:

No Personal Injury Limited Material Damage More than One (1) hour loss of operations No Damage to Environment Cost of Clean-up/Repair – Less than \$1,000,000.00	1 MINOR
Personal Injury requiring First Aid (Non-LT) Minor Damage to Equipment More than Eight (8) hours loss of Operations Minor Environmental Emission (could cause breach of regulation) Cost of Clean-up/Repair – Between \$1,000,000.00 & \$10,000,000.00	2 MODERATE

<p>Lost Time (LT) Accident - Reportable</p> <p>Major Damage to Equipment</p> <p>Between One (1) and Seven (7) days loss in Operations</p> <p>Significant Environmental Emission (definite breach of regulation)</p> <p>Cost of Clean-up/Repair – Between \$10,000,000.00 & \$50,000,000.00</p>	<p>3</p> <p>SERIOUS</p>
<p>Major Injury, Long Term Incapacity, Disabling Injury</p> <p>Major Damage</p> <p>More than Seven (7) Days delay Operations</p> <p>Major Environmental Emission with extensive Damage (definite breach of regulation)</p> <p>Cost of Clean-up/Repair – Between \$50,000,000.00 & \$100,000,000.00</p>	<p>4</p> <p>SEVERE</p>
<p>Fatality, Permanent Incapacity</p> <p>Total Loss of Facility or Equipment</p> <p>Permanent Loss of Facility</p> <p>Severe Environmental Emission – Major Financial Consequences or Incarceration (if applicable)</p> <p>Cost of Clean-up/Repair – More than \$100,000,000.00</p>	<p>5</p> <p>CATASTROPHIC</p>

The numbers provide an easy way of recording the judgment of severity and likelihood and make it easier to create a list of priorities. It is important not to become too preoccupied by figures, as part of the purpose of RAMS is to identify the measures needed to improve HSSE performance in the workplace or comply

with relevant statutory provisions and these figures are designed to help with prioritizing such measures.

Therefore, the objective of this process is not to arrive at a certain number, but to provide a systemic method of ensuring that severity and likelihood are analyzed carefully, and a record made of the analysis for future reference and review.

6 RECORDING LIKELIHOOD

Judging the likelihood of the most probable effect of a hazard can be entered on the general risk assessment in the Likelihood column as a number using the following scale:

Not expected to occur for years. The event may occur only in exceptional circumstances	1 Extremely Unlikely
Expected to occur at least annually. Unlikely to occur.	2 Unlikely
Expected to occur at least monthly. Reasonable chance of occurring.	3 Likely
Expected to occur at least weekly. The event will occur in most circumstances.	4 Extremely Likely
Expected to occur at least daily. Most likely to occur than not.	5 Almost Certain

7 RISK RATING EVALUATION

Risk evaluation is a process of multiplication of the Severity value by the Likelihood value that is used to compare risk analysis results with risk criteria to determine whether a specified level of risk is acceptable or tolerable. This number is entered in the Rating column of the Risk Assessment.

The numbers in the Rating column provide **an indication of priority and the extent of the risk** that remains despite the control measure already provided. The information provided by this step will be used to evaluate whether the risk is adequately controlled or not in the next stage of the risk management process.

Likelihood (Probability)	Frequent	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Negligible	1	2	3	4	5
		Minor	Moderate	Serious	Severe	Catastrophic
	Hazard Effect (Severity)					

The rating considers the control measures in place to control the hazard; the result of this analysis indicates the amount of remaining risk or the residual risk. The residual risk is recorded in the column provided on the RAMS form, according to the definitions given in the table below.

Low Risk (1-5)	Activity may proceed and should be monitored. Further risk reduction measures where possible, should be implemented
Medium Risk (5-12)	Activity may proceed but should be carefully monitored at intervals to determine if further risk reduction measures are required
High Risk (15-25)	Activity must not proceed. Alternative ways of completing activity must be researched and risk assessed before being utilized.

8 CONTROL MEASURES

Controls are any measures or actions that modify (mitigates or eliminates) risk. Controls shall include any policy, procedure, practice, process, technology, technique, method, or device that modifies or manages risks of the organization.

Control measures will be identified during the risk analysis process. As a result, the company policies, procedures, work instructions and processes may require change to ensure that the control measures listed are adapted:

- Eliminate the hazard
- Substitute with less hazardous processes, operations, materials or equipment
- Use engineering controls and reorganization of work.
- Use administrative controls, including training.
- Use adequate personal protective equipment.

9 RESIDUAL RISK

Residual risk is the risk left over after you've implemented controls. It's the risk remaining after you've reduced the risk, removed the source of the risk, modified the consequences, changed the probabilities, transferred the risk, or retained the risk.

10 RISK CONTROL PLAN

Low	Medium	Very High
<p>Recommend risk control measure upgrade ONLY if risk rating is not as low as reasonably practicable. Actions to further reduce risk are assigned low priority.</p> <p>Maintain and monitor controls.</p>	<p>Recommended risk control measure to reduce risk rating to under 5 or to a level, which is as low as reasonably practicable.</p> <p>Risk reduction measures implemented within a defined time frame.</p> <p>Arrangements in place to monitor and measure risk control systems.</p>	<p>Stop activity and seek further advice, unacceptable risk. Substantial improvements are required. If not possible to reduce risk, work should be prohibited.</p>
1-6 months	Fix Within 30 Days	Fix Now

11 COMMUNICATION OF RAMS & SLAM

Toolbox talk meetings shall be conducted prior to the commencement of all operations where the task(s) to be conducted are discussed by all parties involved, in relation to the RAMS specific for the job. In conjunction, the S.L.A.M LMRA tool shall be done using GOARC, where additional hazards related to the task are identified and controlled. All individuals involved are to be selected from the list of names in the SMS (safety management system) or scan their personal

GOARC generated barcode to be registered on the S.L.A.M LMRA tool, indicating that the task is fully understood.

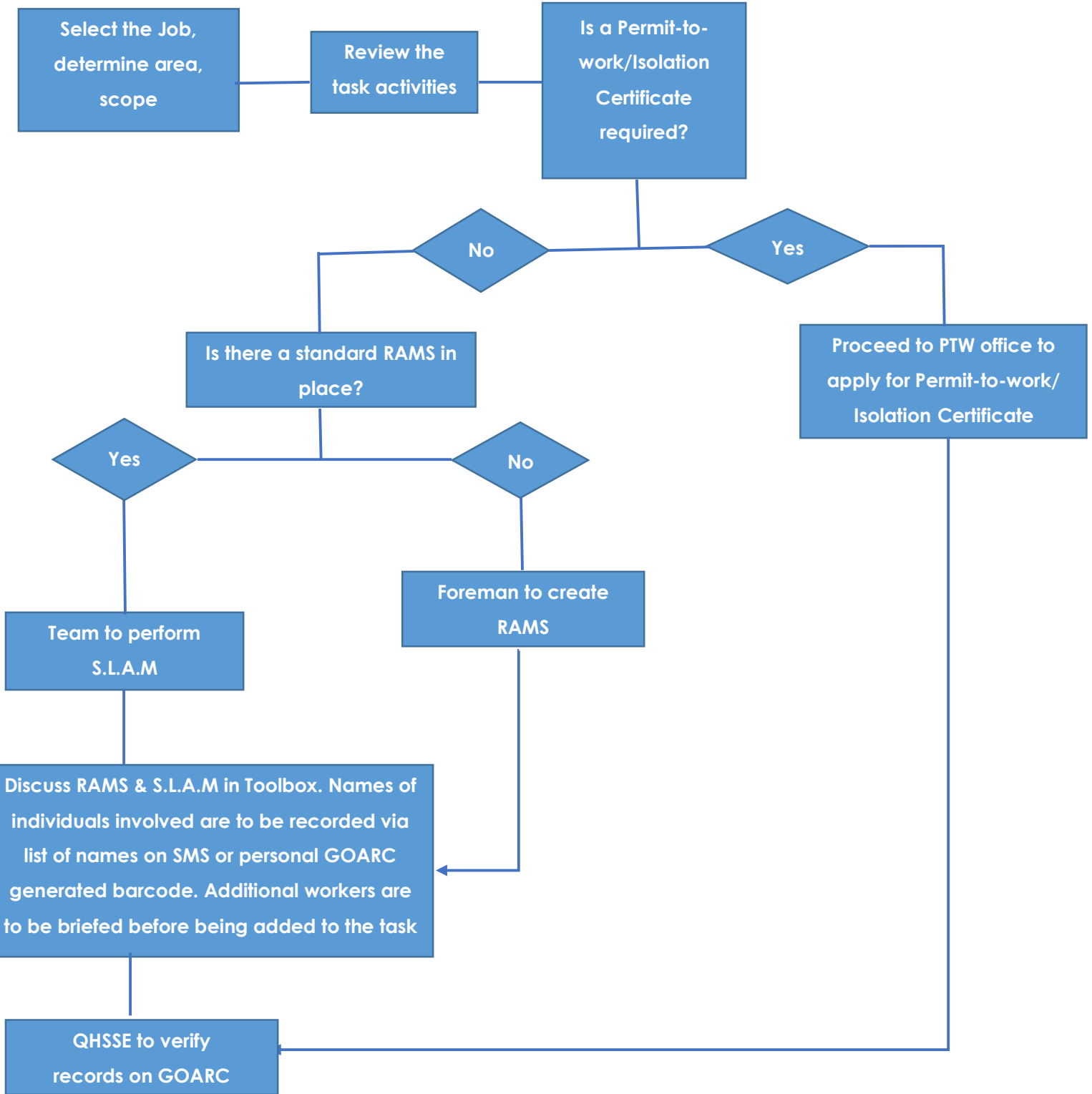
- RAMS and S.L.A.M discussions shall be conducted in the vicinity of the work area where the operational task is being performed.
- It shall be the responsibility of the Foreman to conduct the S.L.A.M / RAMS at the beginning of that task and or if during task if the condition changes.

12 S.L.A.M LMRA AND PROCEDURE

S.L.A.M shall be conducted in the following circumstances:

- Before commencing a task – to be used in conjunction with a RAMS
- To control changes to work processes, equipment, or environmental conditions
- To identify hazards and assess risks associated with activities where a RAMS is not required.

13 RAMS / S.L.A.M FLOW CHART



14 REVISION OF LMRAS

RAMS and S.L.A.M LMRAs shall be revised as required should any incidents or any significant changes arise via legislation or within the company.

15 REFERENCES

QH-FO-160-SLAM Card

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	17 Mar 2020	Michael James Sean Hill	Initial release of document
2	13 Aug 2020	Michael James Sean Hill	Document layout changed to new company format
3	03 Feb 2022	Kurt Busuttil	Update Risk Assessment to reflect RAMS and SLAM Update format to GYSBI format
4	26 Oct 2022	Kurt Busuttil	Updated to include GOARC SMS and revision of LMRAs Updated Document Number

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1 INTRODUCTION

The purpose of this procedure is to provide controls that will protect people, property and assets whereby should an undesired event occur GYSBI can account for all people on the Shore Base.

2 PROCEDURE DETAILS

GYSBI Shore Base Entry Procedure – Vehicular access

A. Shore Base Personnel – Guyana Shore Base Inc. & On-site

Contractors/Tenants

1. Security indicates for the opening of the barrier directly in front of vehicle, removes cone and vehicle enters the security checkpoint or buffer zone.
2. Upon entering the buffer zone, personnel are required to have their GYSBI Electronic Access badges (issued to all GYSBI employees and tenants) & vehicular pass prominently displayed. Shore base personnel parking in the main car park are not required to have a pass. They are not to take their vehicles to work zones. Vehicular passes shall be supplied once applied for via form#QH-118-Visitor Registration and recorded in the vehicle pass log#QH-115-Vehicle Pass Log controlled by the Security Coordinator.
3. vehicles entering the GYSBI Shorebase is subject to search. All hand carry luggage, bags, backpacks, and vehicles will be searched by Security.
4. The search of vehicles includes but is not limited to the following
 - a. **Trunk & Trunk Pockets**
 - b. **Glove compartment,**
 - c. **Door pockets**

d. May also include under carriage searches with the use of an under-carriage mirror

5. The driver shall facilitate the search by opening doors and compartments.
6. Passengers must exit the vehicle and access the base via the pedestrian walkway and turn style.
7. Driver disembarks the vehicle to swipe in and returns to the vehicle. Passengers swipe in, proceeds through turn style and along the walkway to return to the vehicle once it is beyond the second barrier.
8. Driver returns to the vehicle and the second barrier is opened. Security officer removes the cone for the vehicle to proceed beyond the second barrier.
9. Vehicle will then proceed to designated parking areas.
10. The use of under carriage mirrors for automobile searches and metal detector wands for personnel searches shall be at the Security Coordinator's and or QHSSE Supervisor's discretion, dependent on the perceived security risk, prevailing conditions and security intelligence received.

GYSBI Shore Base Entry Procedure – Vehicular Access (Northern Access Gate)

B. Shore Base Personnel – Guyana Shore Base Inc. & On-site Contractors/Tenants/Visitors

In addition to the procedures listed above at Para 2 A, the northern access gate will be used to facilitate entry and exit to the following categories of vehicles:

1. Small vehicles such as bicycle, motorcycle, car, minibus, 4x4 pick-up/SUV and small canter truck.
2. Larger vehicles such as medium and large size canter truck, trucks/lorries and low bed trailer.
3. Vehicles are required to exit through the gate they entered.
4. **Trucks supporting the operations Schlumberger and Falcon can enter and exit the Facility through the northern access gate.**
5. **Vehicles conducting pipe transfer operations will be allowed to enter through one gate and exit through another if situation demands such.**

GYSBI Shore Base Entry Procedure – Vehicular Access (Southern Access Gate)

C. Shore Base Personnel – Guyana Shore Base Inc. & On-site Contractors/Tenants/Visitors

In addition to the procedures listed above at Para 2 A, the southern access gate will be used to facilitate entry and exit to the following categories of vehicles:

1. Small vehicles such as 4x4 pick-up and small canter truck providing escort to larger vehicles.
2. Larger vehicles such as medium and large size canter truck, trucks/lorries and low bed trailer.
3. **All vehicles using this access gate MUST following the directions of the Traffic Police and/or the traffic light located at the Mc Doom Public Road Junction (in the vicinity/opposite the Gafoor's Access Road).**
4. **NO pedestrian traffic is allowed through this southern access gate.**

5. **NO vehicles are to be parked on the access road of this access gate.**
6. **Vehicles are to exit through the gate they entered.**
7. **Vehicles conducting pipe transfer operations will be allowed to enter through one gate and exit through another if situation demands such.**

A. Visitors

A visitor shall be defined as personnel entering the shore base for a short-term period and not permanently stationed at the shore base.

1. Visitors who arrive for official business within the facility are only allowed to enter if they are on a pre-registered list. The pre-registered list is generated from the preparation of a visitor registration form. The Pre-registered list will assign a numbered Visitor Access badge and vehicle pass (if required).
2. Visitors not on a pre-registered list will not be allowed to enter the facility, until the person they are visiting advises Main Gate Security and requests approval for their entry and comes to security to collect them.
3. All Visitors are required to SIGN IN on the "Visitor List" at Main Gate Security to obtain visitor Electronic Access Badges. Identity must be verified with a form of photographic identification.
4. Upon completion of sign-in they will be issued the respective Visitors Access Badge and vehicle pass (if required); which will be collected from the visitor upon their departure and their photographic identification returned.
5. Visitors will be subjected to guidelines in Section A. regarding entry protocols.

General Guidelines when entering Shore Base

1. Personnel should be observant of all posted work areas, safety cones, cordoned areas, caution tape barriers and adhere to directions from authorized facility staff when requested.
2. Personnel should proceed directly to their designated site without deviation. Under no circumstances will any Personnel be allowed into unauthorized areas of facility.
3. Anyone found to be in unauthorized areas will be escorted from facility with future access permanently prohibited.
4. Everyone entering the operational facility must have minimum PPE (Hard Hat, Safety Eye Wear, Hi-Vis Reflective Vest, Safety Toed Footwear). No PPE means no entry.
5. PPE Exceptions - Exxon employees and their visitors who have PPE in the ExxonMobil office may drive directly to the parking lot to retrieve their PPE.

GYSBI reserves the right to deny entry to this facility, and permanently prohibit future access to anyone found breaking GYSBI rules.

GYSBI Shore Base Entry Procedure – Pedestrian access

B. Shore base Personnel – Guyana Shore Base Inc. & On-site

Contractors/Tenants

1. Personnel are to prominently display their GYSBI Electronic Access badges upon entering the Main Gate. Failure to present an access badge will prohibit access.
2. **Pedestrian traffic is ONLY allowed through the northern access gate.**

3. All bags and backpacks will be searched by Main Gate security.
4. Personnel may also be subject search via metal detector wand to determine if any hidden offensive weapons are present.
5. Personnel will then proceed to swipe at the turn style and proceed along the walkway to their destination.

C. Visitors

1. Visitors who arrive for official business within the facility are only allowed to enter if they are on a pre-registered list approved by the Security Manager or delegated officer. The pre-registered list is generated from the preparation of a visitor registration form. The Pre-registered list will assign a numbered Visitor Access badge and vehicle pass. Access badges will be color coded to indicate areas the visitor is permitted.
2. Visitors who do not have their names on a pre-registered list will not be allowed to enter the facility, until the person they are visiting advises Main Gate Security and requests approval for their entry and comes to security to collect them. Approval will be given by the Security Manager or delegated officer.
3. All Visitors are required to SIGN IN and OUT on the "Visitor List" at Main Gate Security to obtain Electronic Access Badge. Identity must be verified with a form of photographic identification.
4. Upon completion of sign-in they will be issued the respective Visitors Access Badge will be collected from the visitor upon their departure and their photographic identification returned.
5. Visitors will be subjected to guidelines in Section C. 1-4.

GYSBI Shore Base Entry Procedure – Vessel Crew Change

1. Notice of arrival of crew change transport is provided by EEPGL representative to the Security Manager and the QHSSE Supervisor who will be responsible for advising Main Gate Security.
2. Vehicle will be confirmed to be for crew change and signaled to proceed beyond first and second barrier. Main Gate security will let the vehicles enter without stopping for checks to avoid potential transmission of COVID-19.
3. Dedicated transportation service by EEPGL and affiliates will transport persons to GYSBI to directly board vessel.
4. No persons may interact with any other person outside the transport while waiting to access the facility and must stay in the transport.
5. Taxi/Bus Services associated with marine vessel crew changes (drivers & vessel crew members) that are arriving at GYSBI for crew change. Process is as follows:
 - Taxi/Bus Drivers and Passengers are to be directed to the PPE Free Zone at the Field Office Parking Lot
 - Taxi/Bus w/ Passengers are to wait at PPE Free field office parking lot area for GYSBI QHSSE approval and escort to access the wharf area for boarding the vessel.
 - Once approval is given, Taxi will drive directly to vessel gangway to drop-off or pick-up vessel crew. Driver shall always remain in the vehicle.



Figure 1 : Picture showing the PPE free zone and the taxi drop zone.

Shore base Personnel – Guyana Shore Base Inc. & On-site Contractors/Tenants

A. VEHICLES

1. Vehicles arrive at the first exit barrier, passengers exit, and the Main gate security raises the barrier. Once the barrier is fully upright, the vehicle enters the buffer area.
2. Driver to swipe out at card reader.
3. Vehicle is then subjected to a security check. The search of vehicles includes but is not limited to the trunk and glove compartment and may also include vehicle under carriage searches with the use of an under-carriage mirror. The driver will facilitate the search by opening doors and compartments. Passengers must exit the vehicle and the base via the pedestrian walkway and turn style.
4. Vehicle is given all clear, driver return to the vehicle.

5. Security officer then signals to have the second exit barrier opened for the driver to proceed out of the area.

B. PEDESTRIAN

1. Pedestrian swipes at the turn styles and proceeds to security.
2. All bags and backpacks will be searched by Main Gate security.
3. Once given all clear, the pedestrian can proceed to the exit.

GYSBI Shore Base Exit Procedure - Visitors

A. VEHICLES & PEDESTRIAN

1. Pedestrian visitors will proceed to the exit card reader and swipe their badge out. Passengers will proceed along the pedestrian walkway and swipe out at the turn style.
2. Vehicles arrive at the first exit barrier and the Main gate security raises the barrier. Once the barrier is fully upright, the vehicle enters the buffer area.
3. Driver swipes out at card reader.
4. Vehicle is then subjected to a security check. The search of vehicles includes but is not limited to the trunk and glove compartment and may also include vehicle under carriage searches with the use of an under-carriage mirror. The driver will facilitate the search by opening doors and compartments.
5. Visitors must return GYSBI Access badges and vehicle passes to receive their lodged photograph identification. All Visitors are required to SIGN OUT on the "Visitor List" at Main Gate Security.
6. Vehicles and pedestrians are given all clear to exit. Driver returns to the vehicle.
7. Security officer then signals to have the second exit barrier opened for the driver to proceed out of the area.

3 ENFORCEMENT

Failure to comply with all points in this procedure may lead to denial of access into GYSBI Shore Base.

Removing Items from the facility

- A. Nobody is permitted to take anything from the facility unless accompanied by a Material Dispatch Form (See attached below for example of form) with authorized signature.
- B. Company owned Material being transferred out of facility will require a Company Material Dispatch Form detailing items for removal with respective Supervisor authorization.
- C. List of authorized signatories are to be provided to security for use in verification of approved Material Dispatch Forms.

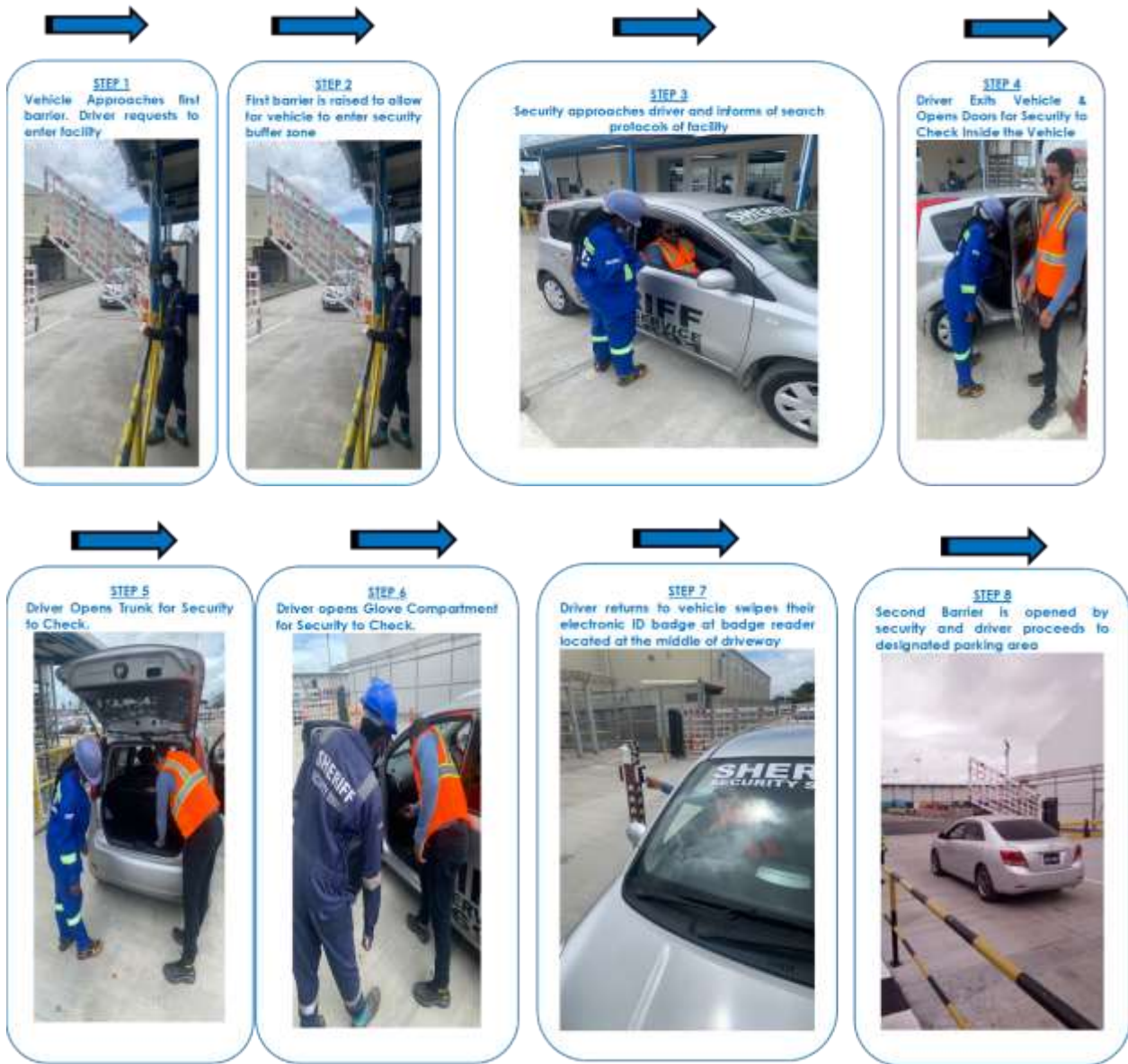
APPENDIX I: VEHICULAR ACCESS (VISITORS)





Process Is Repeated When Vehicles Are Exiting the Facility.

APPENDIX II: VEHICULAR ACCESS (GYSBI EMPLOYEES / TENANTS / CONTRACTORS)



Process Is Repeated When Vehicles Are Exiting the Facility

APPENDIX III: PEDESTRIAN ACCESS (VISITORS)



Process Is Repeated When Visitor's Are Exiting the Facility. Upon Exiting The Facility, Visitor's are Required To Return The Visitor's Badge To Security.

APPENDIX IV: PEDESTRIAN ACCESS (GYSBI EMPLOYEES / TENANTS / CONTRACTORS)



Process Is Repeated When Persons Are Exiting the Facility

APPENDIX V: FORMS

QH-117 Material Dispatch Form

QH-118 Visitor Registration Form

APPENDIX VI: EXAMPLES OF ITEMS BEING SEARCHED FOR

The below are examples of items being searched for but not limited to the following:



Guns And Ammunition



Alcohol



Offensive Weapons

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	17 Jan 2020	Michael James Sean Hill	Initial release of document
2	13 Aug 2020	Kurt Busuttil Sean Hill	Document layout changed to new company format
3	18 Dec 2020	Kurt Busuttil Sean Hill	Entry and exit procedure updated due to installation of barriers and turnstiles
4	31 Mar, 2021	Iain Martin Sean Hill	Entry and exit procedure updated due to installation of the Southern Access Road and Barrier Gates.
5	21 Sep 2021	Kurt Busuttil	Introduction of the use of under carriage mirrors for vehicular searches and metal detector wands for personnel searches. Placement of cones in front of vehicles before opening gate.
6	01 Feb 2022	Kurt Busuttil Zulfikar Khan	Removed requirements for visitors to lodge photographic ID with security when entering Shorebase.
7	02 Jun 2022	Andy Dowson	Removed COVID 19 Protocols Remove colour coding for visitor badges Updated appendixes I – IV Introduced appendix VI
8	07 Jul 2022	Kurt Busuttil	Updated Document Number

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1 INTRODUCTION

Scope

Scope

The scope of this procedure is applicable to all operations and construction related activity undertaken by: GYSBI, EEPGL, Subcontractors and Vendors at the GYSBI Main Base and GYSBI Industrial Estate (GIE). The Procedure aims to highlight and mitigate any potential restrictions and/or safety impact when planning SIMOPS work activities.

Definition

Simultaneous

Operation (SIMOPS)

SIMOPS are performed when two or more operations which may have an impact upon each other are to be performed at the same time in the same area.

Example: A typical example of this is when construction activities such as welding and burning are to be performed within proximity of a vessel carrying hazardous materials like Methanol berthed at GYSBI. The construction activities can have a life-threatening impact on the ship's crew and construction team.

Reference

[QH-PR-002-Permit to Work \(PTW\) Procedure](#)

[QH-PR-004-A/B-Simultaneous Operations Procedure-SIMOPS Matrix](#)

[QH-FO-060-SIMOPS Deviation and Request Approval Form](#)

2 PROCEDURE

Planning and Control of SIMOPS

When SIMOPS are to be conducted on GYSBI facilities, accurate evaluation and control of the operational parameters are of prime importance for safe and efficient operation.

Any SIMOPS activity to be undertaken shall be reviewed and scheduled to minimize any interference or safety impacts. Information relevant to any SIMOPS activity which has potential impact to other personnel working in the same area shall be provided to all concerned personnel prior to the commencement of the planned SIMOPS activity.

Steps in Planning SIMOPS

1. Prior to the study, the relevant parties shall provide a detailed list of the operations they shall perform to pre-populate the SIMOPS Matrix (referenced QH-PR-004-A/B).

The completed SIMOPS matrix shall be used by all parties when analyzing SIMOPS. It shall be used when evaluating primacy issues and is a particularly useful tool for the GYSBI Base Managers when issuing Permit to Work (PTW) to other parties on the GYSBI facility.

2. Risk assessments of the activities are required as an integral part of the study process and should be provided to the Base Manager and QHSSE Manager/Supervisor/Delegate. All parties shall endeavor to provide as much information as possible relating to the operations to be performed and the vessels/platforms involved. This should include but not be restricted to drawings, procedures, schedules, charts, and photographs. During the analysis of the SIMOPS activity, support should be provided by relevant personnel from all parties involved in the activity.

3. The performing authorities of the SIMOPS shall meet with the Base Manager and QHSSE Manager/Supervisor to verify the aspects of the operation, identify constraints and/or limitations, indicate conflicting activities and to confirm emergency procedures. The QHSSE Manager/Supervisor or Base Manager shall give an introduction of the SIMOPS process and each party shall give a presentation of their work scope and the risk assessment for each activity should be discussed. Following this, the individual operations of each party shall be evaluated against the activities of the other parties and a conclusion should be reached as to the SIMOPS status. (Job can continue, Job cannot continue, or job can be continued with the necessary controls in place).

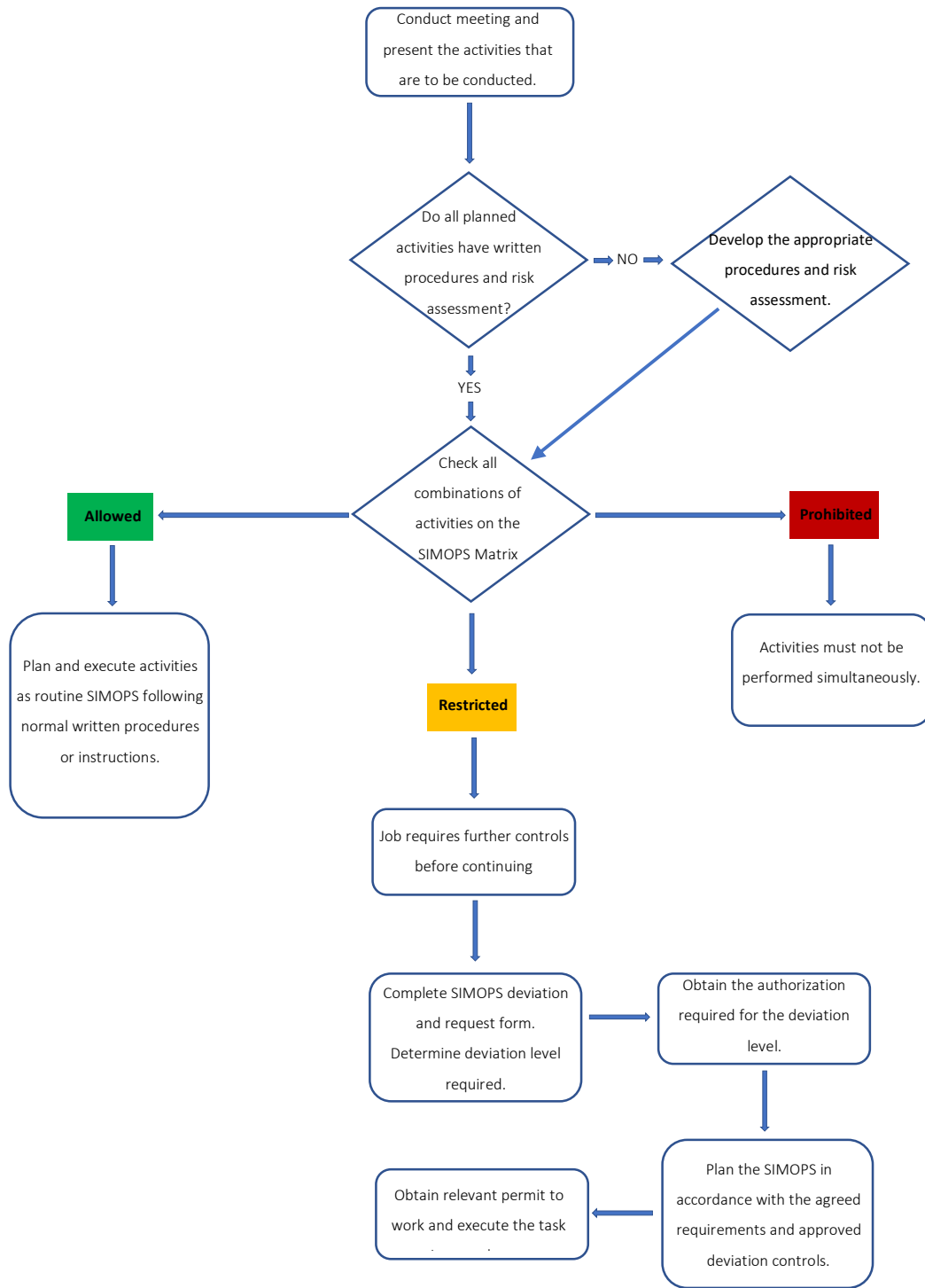
During this process, it will become clear where SIMOPS can or cannot be permitted. However, there will be several cases where this is not evident, and the following step needs to be conducted.

4. The risk assessment process will need to be employed for the interaction between the activities. Following this process, a list of mitigating factors shall be developed which when employed, may result in an acceptable residual risk (risk reduction to ALARP) that will allow SIMOPS to be performed with the relevant identified restrictions/control measures in place.
It is common for an action list to be compiled from the meeting and it is imperative to assign these to the relevant parties and to identify dates for completion of the actions.
5. A report shall be compiled following the meeting including the completed SIMOPS matrix and the action list. All attending parties should have the opportunity to comment on the report to ensure accuracy and understanding of the conclusions reached.

6. The SIMOPS will be approved using the QH-PR-004- Simultaneous Operations Procedure-SIMOPS Matrix (forms A and B). **PROHIBITED** activities (red) must not be performed simultaneously. For all **ALLOWED** activities (green), the Base Manager will approve given the necessary control of work documents are in place. However, for **RESTRICTED** activities (amber) further safety controls should be developed before commencement. Deviation approval should be given and QH-FO-060-SIMOPS Deviation Request and Approval Form should be completed.

7. If the activity requires a PTW then the control of work document has to be issued as per QH-PR-002-Permit to Work (PTW) Procedure before the work commences. Additional documents required, such as emergency rescue plan and lift plan, should be in place before the permit is issued.

Methods of communication shall be clearly established between all work parties during the planning and execution of any SIMOPS activity.



SIMOPS Planning and Co-ordination Flowchart

Monitoring

SIMOPS shall be actively monitored and supervised by the performing authorities, whether GYSBI or third-party contractors. The QHSSE Team shall monitor SIMOPS and any non-conformity with respect to set precautions/procedure shall be immediately corrected/forwarded to the Base Manager for information/action.

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	29 Nov 2019	Sean Hill	Initial release of document
2	13 Aug, 2020	Michael James Sean Hill	Document layout was changed to new company format
3	14 th Oct, 2021	Kurt Busuttil	Addition of the SIMOPS Matrix, Flowchart and Deviation Request and Approval Form. Development of the Scope and Purpose, Responsibilities, Definition, Reference, and Monitoring. Amendment to the planning and control Section of the procedure.
4	07 Jul 2022	Kurt Busuttil	Updated Document Number

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1 INTRODUCTION

The purpose of this procedure is to outline Guyana Shore base Inc QHSSE induction that all personnel and visitors shall undergo upon first arrival on GYSBI Port facility and Industrial Park sites. It will define policies, shore base layout and specific QHSSE information relating to the general operation of GYSBI.

This induction shall also cover emergency equipment, fire & gas alarm system and emergency procedures.

2 PROCEDURE DETAILS

2.1 References

QH-080	QHSSE Induction Checklist
QH-105	QHSSE Document Retention Policy

2.2 Definition

QHSSE Induction	Briefing given on the mode of operation given to New arrivals to get familiarized with the system, hazards and save operation related activities.
------------------------	---

2.3 Procedure

2.3.1 Roles & Responsibilities

QHSSE Supervisor

The QHSSE Supervisor shall be responsible to ensure there are necessary resources and facilities for the implementation of this procedure and monitor the correct implementation of this procedure at both GYSBI Port Facility and Industrial Park.

The QHSSE Supervisor shall be responsible to monitor that site induction is arranged for all new employees, contractors, and visitors at GYSBI sites.

QHSSE Team Lead/Officers

The QHSSE Team Lead/Officer shall be responsible for performing the QHSSE induction to all persons when they first arrive on the shore base.

All Personnel

All personnel (Employees, Tenants and Third-party contractors), on first arrival on site, shall undergo the site QHSSE induction as detailed within this procedure.

Upon completion of Induction, they shall sign the “QHSSE Induction Form” (QH-080 QHSSE Induction Checklist) to confirm that they have received and understood all the topics that are detailed on the form.

General Requirements

All personnel (Employees, tenants, third party contractors, visitors) on the shore base facility shall be subject to QHSSE Induction when they arrive for the first time on site.

All personnel requiring an QHSSE induction will be required to submit prior notification (24hrs) to the QHSSE department for scheduling within the daily allocated times outlined below:

- Dayshift- 9:00am – 10:00am and 1:00pm to 2:00pm
- Night shift- 7:00pm – 9:00pm

Training aids like transparency power point presentation, video, etc. shall be used for induction.

Induction programme will consist of:

- Presentation and discussion of QHSSE topics.
- An Escorted Tour (Non- Mandatory) of the GYSBI Port facility/industrial Park.
- Recording the induction and issuance of Inducted Helmet Sticker.

2.3.2 Induction Briefing

Induction Briefing is a short meeting for presenters to outline the general rules to induct the attendance to follow the existing safety procedures on the shore base site.

The topics that shall be covered by the QHSSE Personnel shall consist of:

- QHSSE Policy
- Alcohol & Drug Abuse
- Smoking
- Mobile Phone Restriction
- Vehicular Access / Movement / Parking
- Permit to Work System
- Pre-tour meetings/ Toolbox Talks / Weekly HSE Meetings
- Observation and Intervention Cards (O & I Cards System)
- Accident / Incident / Near Miss reporting system
- Job Safety Analysis
- PPE Policy
- Lifting Operations/ Lifting equipment inspection colour code
- Fire Prevention/ Fire Fighting Equipment
- Emergency equipment locations
- Clinic Location
- Shore base specific rules

2.3.3 Tour of the Shore Base

The QHSSE Lead/Officer shall arrange for all new employees to be taken on a guided tour of the Shore base, as a means of familiarization to:

- Show escape routes
- Show primary and secondary muster points.
- Show location of safety equipment such as fire extinguishers.
- Indicate specific hazards and precautions, including any restricted areas and who has authorized access.
- Emergency Alarms

2.3.4 Induction Completion

On completion of the QHSSE Induction, the QHSSE Lead/Officer shall issue each person with the induction form (Appendix 5.1), where they shall complete the relevant data to confirm that they have received the induction and understood all the noted points.

The person and the QHSSE Lead/Officer (escort) shall sign the form.

The QHSSE Officer shall maintain file of all these forms both hard and soft copies. In addition, the safety Lead/officer is to update QHSSE Induction register (Appendix 5.2) with the particulars of inducted person as outlined.

All records of QHSSE induction shall be kept available and traceable on site for periods outline in the QH-105 QHSSE Document Retention Procedure.

2.3.5 QHSSE Induction for Visitors

QHSSE Induction shall be held for all visitors coming on shore base. The temporary visitor compare to company employees will receive an abbreviated QHSSE Induction.

The topics that shall be covered by the QHSSE Lead/Officer shall consist of:

-
- QHSSE Policy
 - Smoking Policy
 - Mobile Phone Restriction
 - Vehicular Access / Movement / Parking
 - Hazard Observation Reporting (O & I Cards System)
 - Accident / Incident / Near Miss reporting system
 - PPE Policy
 - Muster points
 - Emergency equipment locations
 - Clinic Location
 - Shore base specific rules

2.3.6 New Employee Orientation

Prior to engage any new employee on work, Logistics Supervisor will ensure that new employees direct Foreman gives specific instruction on duties and other pertinent information such as immediate hazards, type of equipment under usage and adjacent works that are going on around etc.

2.3.7 Green Helmet Program

The new junior employee upon arrival on site will be issued with the **Green Color Helmet** which will be used by employee all the time during his probationary period for at least 3 months. This period could be increased as per the decision of the supervisor of concerned employee according to his/her improvement.

This green color helmet indicates that the user is the new employee and requires proper care and supervision:

- Supervisor will ensure that the new employee with the green helmet receives all required QHSSE instructions to perform task in a safe manner.

- Each new employee will be assigned to one of the regular crew members for assistance in working safely during his probationary period (Mentoring Program)
- New employee will be supervised either personally or through delegated / experienced employees until the new employee is able to satisfactorily demonstrate his ability to perform work safely.
- On-going Shore base safety training continues as a mixture of training, instruction at QHSSE meetings, and on-the-job familiarization.

REFERENCES

QH-080-QHSSE Induction Questionnaire

QH-098-QHSSE Induction Log

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	23 May 2020	Michael James Sean Hill	Initial release of document
2	13 Aug 2020	Michael James Sean Hill	Document layout changed to new company format
3	17 Sep 2021	Kurt Busuttil	QHSSE Manager designation removed SPO Links to reference documents inserted
4	07 Jul 2022	Kurt Busuttil	Updated Document Number

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1 SMOKING POLICY STATEMENT

Guyana Shore Base Inc. provides and supports a smoke free work environment for all our employees, contractors, Visitors, and stakeholders at our Shore Bases.

To achieve this commitment all employees are expected to:

- a) Protect all employees, contractors, visitors, and stakeholders from exposure to second-hand smoking.
- b) Promote an attitudinal and behavioural change to smoking.
- c) Maintain a smoke free working environment by applying the following rules.

2 POLICY DETAILS

- No smoking in any part of any indoor workplace, medical facilities, or washrooms.
- No smoking in any GYSBI motor vehicle on any location.
- No smoking in outdoors places within six meters from a window ventilation inlet including air conditioner units, doorways to any indoor workplace.
- No smoking within the wash bays facilities, workshops, pipe yards, or quayside.
- No smoking in any areas that are potential fire hazards.
- Support employees to improve their health and wellbeing.

All rules also apply to persons using vape pens and e-cigarette.

Designated smoking areas have been identified around the bases and are clearly marked with "Designated Smoking Area" signage and suitable cigarette butt dispensers have been provided.

Non-compliance to this policy may result in disciplinary action being taken.

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	19 June 2020	Michael James Sean Hill	Initial release of document
2	20 August 2020	Michael James Sean Hill	Document layout changed to new company format
3	07 Jul 2022	Kurt Busuttil	Updated Document Number

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1 INTRODUCTION

A key component is management of traffic, and how mobile plant and equipment communicates with people and the environment. This plan serves to set out GYSBI's continued commitment to maintaining a safe operating arena 24 hours a day, seven days a week.

2 TRAFFIC CONTROL

All traffic MUST be communicated to the relevant area supervisor with the following details:

- the vehicle being used;
- the occupants and the driver's name.

In principle, a one way system exists within the operating area of the shore base, flowing south past the modular offices and clockwise around the central roadway network of the base.

The Storage Yard (Annex) will have one way where permissible. Banksman will be used where this is unavoidable.

Drivers operating within the base, may be subject to PRO-QHSSE-010 Drugs & Alcohol.

All visitors to GYSBI as well as project related traffic must be approved by the Base Manager e.g. vehicles providing a service or support to the operation.

3 SPEED LIMITS

The following speed limits apply to all road going vehicles:

- All designated access roadways – 15 kmph or as specified by non-routine activities, weather and road conditions.

Operators of vehicles carrying loads must adjust their speed to compensate for the resulting decrease in vehicle road handling and stopping distance.

4 PEDESTRIAN CONTROL

Pedestrians must:

- Use designated pedestrian pathways where available;

- Cross roadways at right angles;
- Never approach operating Mobile Equipment without first making positive contact with the operator, or signal from a banksman that it's safe to approach.

5 VEHICLE AND EQUIPMENT PARKING

Light Vehicles must be parked in designated light vehicle parking using reverse parking as standard practice. Vehicles must have an operable hazard beacon. Main parking area is at the administration building.

Trucks must be parked in designated truck parking areas.

Mobile Equipment must be parked in designated Mobile Equipment parking area with implements grounded i.e. blades/buckets/jacking legs lowered and all potential hydraulic energy must be released.

6 SAFE APPROACH DISTANCE

Pedestrians, road going vehicles and other Mobile Equipment must maintain a separation distance of at least 20 metres from operational Mobile Equipment unless positive contact has been made with the operator, and the operator has acknowledged that it is safe to approach.

7 COMMUNICATION REQUIREMENTS

All and any radio communication must be in English. Communication must be brief and clear. Drivers may not utilise a communication device without having stopped at a safe location. Drivers may not use any handheld communication until vehicle is stationary and fully stopped with handbrake on / hazards lights in use.

8 RIGHT OF WAY / OVERTAKING RULES

Pedestrians must always be prepared to give way to Vehicle and Mobile Equipment.

Drivers of light vehicles must always give way to heavy vehicles.

Vehicles approaching one another should slow down and stop if necessary. The vehicle with sufficient clearance on its side should move into this area to allow the other vehicle to pass. Light vehicles give way to heavy vehicles.

Emergency Vehicles have right of way over ALL other vehicles when their flashing lights are ON.

When following other vehicles drivers must maintain a separation distance of at least 20 meters. Driving in poor visibility conditions, the separation distance should be increased.

9 ACCESS REQUIREMENTS

Access into the parking main building area via the main gate is restricted to approved vehicles that are required to perform tasks within that area, any entry should be coordinated via Security.

Non routine Vehicles and Mobile Equipment accessing the operating base area via the internal gates must first obtain a visitors pass and be escorted at all times by a base staff member until safely parked. Once parked, the keys must be removed from the vehicle or Mobile Equipment and retained by the work supervisor until the delivery is completed and the vehicle is ready to leave the area.

Mobile Equipment work areas must be clearly demarcated by traffic cones.

The Southern access/exit gate facilitates the movement of heavy load handling vehicles. GYSBI will utilize it for transportation to and from the annex. Movement will be two way and detailed by the Journey Management Plan (JMP). No pedestrian nor light vehicles are allowed through the gates at this end. Authority to use the gates will be under the control of the base manager and as detailed in the entry/exit procedure. When not in use, the roller gates will be pulled shut to prevent unauthorized access to the facility especially at nights. Due to the type of vehicles expected through this gate, right of way must be given as they merge with the one-way traffic on the southern access road near the pipe yard. Area must remain unobstructed especially at the merging point with the southern access road.

10 RESTRICTED AREAS

The following locations are restricted areas and require authorisation from the Base Manager prior to being accessed:

- Muster areas
- Fuel Storage Area
- Generators and Electrical Power supply Facility
- Water Treatment plant
- Wharf and Quayside

- Any other area designated by a JSA or work order.

11 USE OF A BANKSMAN

Personnel working in close proximity of operating vehicles or Mobile Equipment must adhere to the banksman mandate in Appendix 1.

12 DAMAGE, NEAR MISS, BREAKDOWN AND RECOVERY

All incidents and near miss events must be reported to the Base Manager.

When a vehicle or Mobile Equipment breakdown occurs an attempt must be made to park the vehicle at a safe place. The operator is to inform the Base Manager immediately by telephone:

The Base Manager in liason with HSE Supervisor and Base Coordinator is to arrange recovery in accordance with an approved Recovery Plan.

13 CESSATION OF ACTIVITY AND GO/NO GO CRITERIA

Adverse weather conditions such as heavy rain, fog, lightning, wildlife activity or operator fatigue is to be reported immediately to the Base Manager who is authorized to make the decision whether to cease all activities or continue working.

14 JOURNEY MANAGEMENT

Journey Management must be done in accordance with PRO-QHSSE-014 Journey Management.

Appendix 1. Banksman Standing Instruction

Guyana Shore Base Standing Instruction Number S/001

Requirement for Banksman at the main base & Annex



Date: 16/03/2020

The role of a Banksman is crucial to the overall safety of a site. The organization has adopted a risk based approach to determine the need for a Banksman. Based on the attached risk assessment, a banksman is required in the following scenarios;

- Movement of vehicles in work zones whilst operations are ongoing.
- Any movement of material handling equipment, mobile elevating work platforms and heavy goods vehicles in a work zone.
- Any reversing of material handling equipment, mobile elevating work platforms and heavy goods vehicles. Reversing of the water truck and the fuel truck requires a banksman.
- Any additional scenario where a dynamic risk assessment identifies the need for a Banksman

The general movement of vehicles along the base ring road does not require a banksman, unless a dynamic risk assessment identifies the need for a Banksman.

Signed:

Base Manager	QHSSE Manager
 Keyla Black Base Manager	 M James
Date: 17/3/20	Date: 26/03/2020

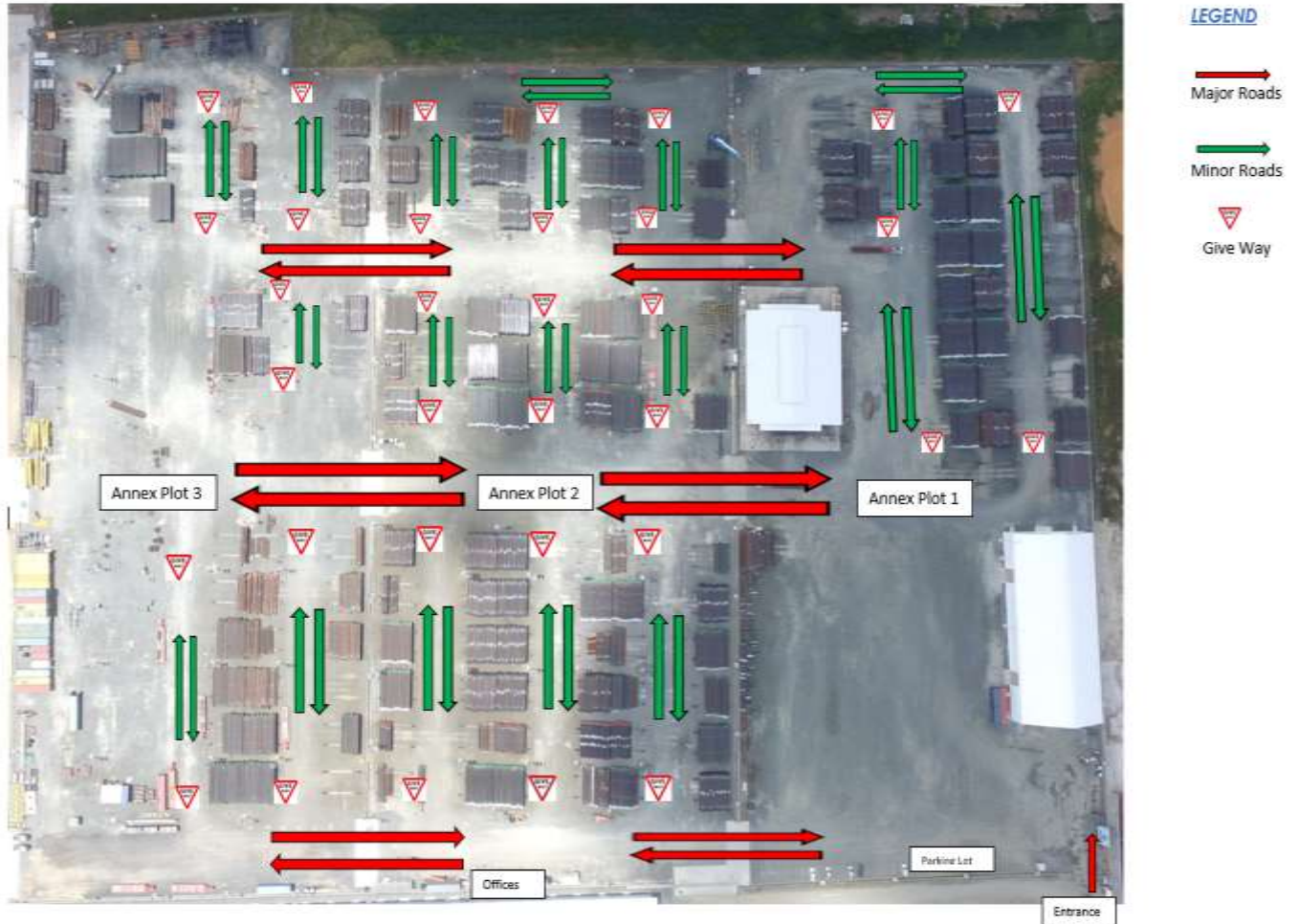
Appendix 2. Tiger Tanks and SBM routes at Shore Base



Appendix 3. Shore Base Traffic Map



Appendix 4. Annex Traffic Management Map



REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	-	-)	Initial release of document
2	20 August 2020	Michael James Sean Hill	Document layout changed to new company format
3	29 Sep 2020	Iain Martin	Appendix 3, Traffic map updated
4	6 Oct 2020	Iain Martin	Appendix 4, Traffic Map of the Annex
5	07 Jul 2022	Kurt Busuttil	Updated Document Number

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1 INTRODUCTION

1.1.0 Scope and Purpose

This Procedure is applicable to wastes generated from daily activities conducted at Guyana Shore Base Inc- Main Base & the Industrial Estate.

This Waste Management Procedure provides an overview of the wastes produced and the strategies implemented by GYSBI to manage these wastes, thus ensuring that the potential for harm to human or the environment by improper waste management is minimized.

1.2.0 References

QH-003-CHEMICALS AND HAZARDOUS SUBSTANCES- REV 02

QH-106-ENVIRONMENT MANAGEMENT PLAN

QH-136-A/B-WASTE MANAGEMENT LOGBOOK

QH-138-A/B-MANIFEST OF TRANSPORTATION AND DISPOSAL OF HAZARDOUS AND NON-HAZARDOUS WASTE

1.3.0 Definitions

Hazardous Waste

Waste that contains substances or has properties that are harmful to human health or the environment. For example: batteries, LED bulbs, solvent-based paints, engine waste oils etc.

Non-hazardous Waste	Waste that does not exhibit any hazardous properties and does not cause harm to human health or the environment. For example: paper, food scraps etc.
Waste Management	Collection, storage, transportation, treatment, processing, recycling, disposal, and monitoring of waste materials to reduce or prevent harm to humans and/or the environment.
Storage	Temporary holding of waste that is pending treatment or disposal. Storage methods include containers, bins, and tanks.
Contamination	Release of hazardous material, waste or wastewater into soil, surface water and/or groundwater.

1.4.0 Responsibilities

Base Manager & Logistics Supervisor

The Base Manager and Logistics Supervisor are responsible for ensuring that there are satisfactory arrangements for the safe and correct collection, labelling, storage, transportation, and disposal of wastes arising at GYSBI.

All Departments

All personnel share the responsibility for ensuring that wastes are deposited in the appropriate container and that all precautions are taken when hazardous wastes are being handled. Departments are responsible for ensuring that the necessary

information as it relates to hazardous waste is disseminated to subcontractors who are collecting wastes.

QHSSE Supervisor and QHSSE Officers

The QHSSE Team is responsible for audits and ensuring that waste is being managed in accordance with the Statutory Regulations and the Company Waste Management Plan.

2 PROCEDURE DETAILS

2.1.0 Waste Hierarchy

All wastes generated from operations or any other activities shall be managed to ensure protection of the environment and human health by using a hierarchical approach as illustrated in Figure 1 below.

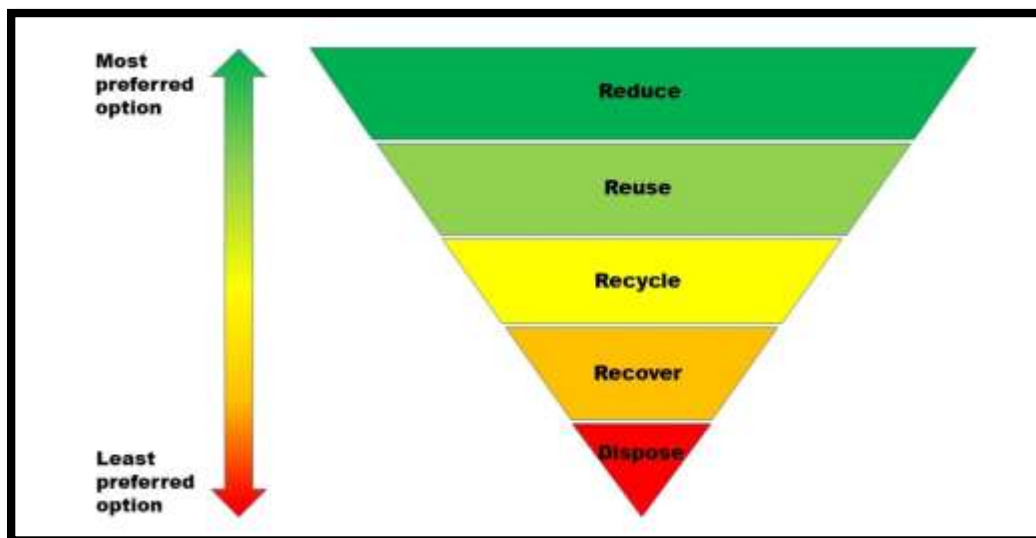


Figure 1 Waste Hierarchy

As seen above, the most preferred option is to reduce the overall waste that is being generated by Guyana Shore Base Inc. Steps should be taken to maximize the use of resource and procedures should promote sustainability.

Where possible, wastes should be reused for its conceived purposes or repurposed for another use that does not reduce its value.

If composition of the waste allows, steps should be taken to recycle or recover materials/energy from the waste. In cases where GYSBI lacks the resource to manage wastes in accordance with the waste hierarchy or where it may not be economically feasible for internal management, then a licensed contractor shall be used.

2.2.0 Classification of Waste

There are four main categories of wastes that are generated and handled at GYSBI. These are:

- a. Non-Hazardous Industrial Waste
- b. Non-Hazardous Office Waste
- c. Non-Hazardous Domestic Waste
- d. Hazardous Waste

2.3.0 Waste Management Process

2.3.1 Segregation, Storage, Transportation and Disposal of Waste

Wastes generated at Guyana Shore Base Inc will be identified, handled, stored, removed, and transported as mentioned in QH-106-ENVIRONMENTAL MANAGEMENT PLAN. Waste removal should be done by a subcontractor that is a holder of either:

- 1) An Environmental Permit and a Waste Management License.
- 2) Be registered as a carrier of controlled waste.
- 3) Be from a waste collection authority in Guyana.

The table below outlines the categories, sources, storage, and disposal of waste being generated by GYSBI.

Waste Category	Department	Waste Description	Approved Storage & Handling Measures	Waste Management Measure
Non-Hazardous Industrial Waste	Maintenance	Tyres	Stored in metal dumpsters provided by licensed contractors. Should be stored in a manner that minimizes rainwater collection; animal, vermin, and pest inhabitation.	Collected, transported, and recycled/recovered by a licensed contractor.
	Maintenance/ Construction	Scrap metal- steel, aluminum, copper, iron, lead	Temporarily stored in metal dumpsters provided by licensed contractors.	Collected, transported, and recovered/recycled by a licensed contractor.
	Construction	Wood	Temporarily stored in metal dumpsters/skips provided by licensed contractors. Should be stored in a manner that minimizes weathering; animal, vermin, and pest inhabitation.	Where possible, scrap wood should be reused on site. If scrap wood cannot be reused on site, then it should be collected, transported, recycled/recovered/disposed by a licensed contractor.
		Demolition waste- concrete	Segregate any wood, textiles, metals, or plastics to leave only concrete.	Recycle- Crush concrete and use for landfill at appropriate locations.
	All Departments	Used Standard PPE- High Visibility Vests, Helmets, Safety Boots, Safety Gloves, Safety Glasses, Coveralls, Face Shields Note: PPE that are not contaminated with hazardous substances.	Collected and stored in covered bins that are clearly labelled as ' Used PPE '.	Collected, transported, and disposed of by licensed contractor.
Non-Hazardous Office Waste	All Departments	Papers, Cardboard Boxes, Pencil Shavings, etc.	Collected and stored in covered bins that are clearly labelled as ' Office Waste '.	Collected, transported, and recycled/disposed by a licensed contractor. Where possible, the amount of paper and cardboard waste can be minimized by reusing on the base.

WASTE MANAGEMENT PROCEDURE

Non-Hazardous Domestic Waste	All Departments	General Domestic Waste- Food Waste, Biodegradable Cups/boxes, Cloth, etc.	Collected and stored in covered bins that are clearly labelled as ' General Domestic Waste '.	Collected, transported, and recovered/disposed by a licensed contractor.
Hazardous Waste	All Departments	Plastic Waste- Cups, Spoons, Bottles, Boxes & Bags	Collected and stored in covered bins that are clearly labelled as ' Plastic Waste '.	Collected, transported, and recycled/recovered by licensed contractor.
	Maintenance	Batteries	Batteries must be sorted by type and stored in separate labelled bins to prevent cross-contamination.	Properly sorted batteries should be collected, transported, and recycled by a licensed contractor.
		Waste Oil	Use of spill tray for temporary containment when changing oil/dealing with oil. Spill tray and oil from equipment should be drained into containment drum that is labelled ' Waste Oil '. This waste drum should be stored in a bunded area or on a spill tray that is clear of ignition sources. Waste oil of different chemical composition should not be mixed for storage.	Collected, transported, and disposed/recovered by a licensed contractor.
	Maintenance/ Operations/ Construction	Oily Rags, Used Absorbent Pads/Pillows/Socks, Chemical Buckets or bottles, Brushes, Used Oil Filters, Used Washbay PPE (Tyvek Suit, Nitrile Gloves), Used Nitrile Gloves from Mechanics.	These materials should be placed in clearly labelled enclosed metal bin for temporary storage.	Collected, transported, and recovered/disposed by a licensed contractor.
	Maintenance/ Construction	Fluorescent Tubes & Lamps	Segregated and temporarily stored in clearly labelled airtight containers	Collected, transported, and disposed by a licensed contractor
	Maintenance/ Construction	Paint	Leftover paint should be stored in original containers	Leftover paint should be used on other projects.

Hazardous Waste			until depleted.	Empty containers collected, transported, and disposed of by licensed contractor
	QHSSE Department- Medic	Medical Waste	Medical waste should be placed in biohazard bags that are placed in a labelled ' Medical Waste ' bin. Sharp medical waste should be stored in a separate sealed bin that is clearly labelled as ' Medical Waste-Sharps '.	Collected, transported, and treated/disposed of by a licensed contractor
	IT Department	E-Waste- Used Printing Toners & Cartridges, Printers, Computer Hardware, etc.	To be temporarily stored in clearly labelled " Electronic Waste " bin.	Collected, transported, and recycled/disposed of by a licensed
	All Departments	Domestic Wastewater- Sewage/septic	Accumulated in all septic storage tanks and in portable washroom units.	Collected, transported, and disposed by a licensed contractor.
	Operations	Washbay Waste- Sludge and Wastewater	Collected by the drainage system of the washbay. Stored in approved storage tank/area inside the bunded washbay.	Wastewater to enter the water treatment system and to be reused for washing activity after treatment. Excess wastewater and accumulated sludge to be collected by licensed contractor for treatment/recovery.

Note: All hazardous substances should be handled, stored, and transported as per procedure QH-003-CHEMICALS AND HAZARDOUS SUBSTANCES- REV 02.

2.3.2 Waste Tracking

The quantities and movement of wastes will be tracked using internal Waste Manifests, Logbooks, and the Deposit Slips from the relevant Sanitary Landfill Sites.

QH-138-B MANIFEST OF TRANSPORTATION AND DISPOSAL OF HAZARDOUS AND NON-HAZARDOUS WASTE (*hazardous waste sheet*) shall be completed when hazardous waste is being collected and disposed of by a licensed contractor.

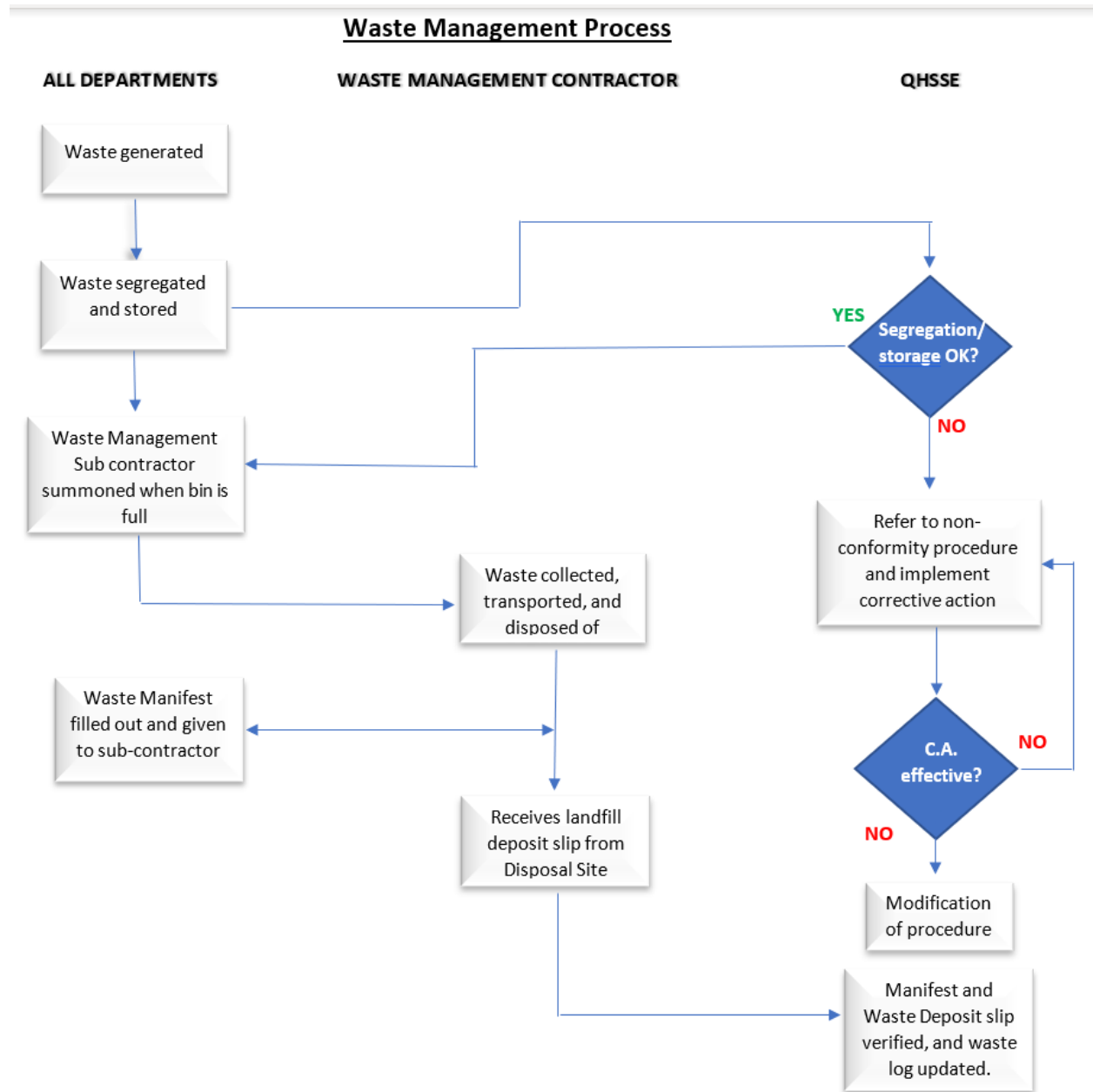
QH-138-A MANIFEST OF TRANSPORTATION AND DISPOSAL OF HAZARDOUS AND NON-HAZARDOUS WASTE (*non-hazardous waste sheet*) shall be completed when non-hazardous waste is being collected and disposed of by a licensed contractor.

All Waste Manifests shall be recorded in the appropriate Waste Management Logbook. QH-136-B WASTE MANAGEMENT LOGBOOK (*hazardous waste sheet*) shall be used for Hazardous Waste Manifests and QH-136-A WASTE MANAGEMENT LOGBOOK (*non-hazardous waste sheet*) shall be used for Non-hazardous Waste Manifests.

Proof of disposal at an EPA approved sanitary landfill site must be provided in written format by the licensed contractor.

Note: GYSBI's responsibilities do not cease when waste is taken off-site by the disposal contractor, hence these guidelines aim to track waste from collection to disposal, with supporting records for reference.

2.3.3 Waste Management Process Flowchart



The flowchart above displays the steps that should be taken by all departments generating waste, the waste management contractor/s and the QHSSE Team in the Waste Management Process.

2.4.0 Monitoring

Performance monitoring shall be conducted to determine compliance with the applicable regulations, conditions of relevant permits and this Procedure. Compliance shall be monitored through routine checks and bi-weekly audits done by the QHSSE Team.

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	11-June-21	Sean Hill Iain Martin	Initial release of document
2	17-Aug-21	Andy Dowson	Reference document numbers and forms in Appendix updated
3	9-Aug-22	Kurt Busuttil	Amended to include updated waste management flowchart Updated Document Number

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**This procedure shall be used by all departments and updated by QHSSE
Department**

1 PURPOSE

The purpose of this procedure is to ensure that all GYSBI workers and 3rd party contractors are not subject to any hazards in relation to work at heights.

2 SCOPE

GYSBI recognises that work performed at heights presents a significant risk if not correctly managed. This procedure applies on all GYSBI work sites where there is a risk of persons falling 2 meters or greater, or where persons are working within 2 meters of a live edge or brittle surface.

3 PROCEDURE

Working at Heights

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders, platforms, scaffolds, cages and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

At GYSBI we are committed to protect employees and others against risks to their health and safety while working at height.

The working at height procedure shall be implemented with all GYSBI safe systems of work; including but not limited to QH-PR-009-Risk Assessment Procedure, QH-SI-001-Requirement of Banksman, and QH-SI-002-Use of cones to demarcate red zones at the Main Base & Annex.

N.B: Work zone demarcation should be determined based on the drop zone for potential dropped objects and control of pedestrian and vehicular traffic.

Permit to Work

Prior to start any task involving working at height one should evaluate the scene where work is to take place and produce a suitable and sufficient risk assessment outlining all the hazard present, potential hazards while work is ongoing to the persons involved in the task and others working in adjacent areas or passing underneath and the corrective measures to be taken to mitigate the risks.

After finalizing the risk assessment, the Performing Authority (employee performing task) shall fill the permit, pass it on to the QHSSE Advisor for verification that control measures have been implemented and finally to the Area Authority (Base Manager) for the final review and approval. When permit is issued, and more employees are involved other than the Performing Authority the risks present, and control measures need to be communicated in order to provide a clear picture of the task.

Scaffold

All scaffolding shall be erected in accordance with the industry best guidelines and practice. Erected by a competent person possessing adequate experience of such work. The scaffold shall be properly designed, constructed and maintained to ensure that it does not collapse or move accidentally including full platforms, handrails, mid rails and toe- boards. Persons erecting scaffolds shall use a fall-prevention system in situations where it is not possible to maintain three points of contact with the scaffold, i.e. using two hands to perform work. After erecting, the structure must be inspected and tagged safe for use by a competent person:

- before being put into service;

- subsequently, at periodic intervals;
- after any modification;
- period without use;
- exposure to bad weather or seismic tremors;
- any other circumstance which may have affected its strength or stability.

Ladders

As a rule, ladders should be used as a means of access and egress or for short-term work, must be sufficiently strong and correctly maintained and must be correctly used, in appropriate places and in accordance with their intended purpose. Below are aspects to consider when working with a ladder:

- When ascending or descending, always face the ladder and maintain three points of contact at all times. Do not climb from one ladder to another.
- Always work within easy arms reach and remain centred between the stiles, maintaining three points of contact.
- Use a tool-pouch, shoulder bag or haul bag to convey tools.
- Ensure that only light work is undertaken where three points of contact can be maintained and tools can be operated safely with one hand.
- Where a portable or fixed ladder is used as a working platform and a fall of more than 2metres is possible, a fall-restraint or arrest system should be used.
- Do not attempt to 'walk' or move a ladder while a person is on the ladder.
- Do not erect a portable ladder on elevated walkways, scaffolding or elevated work platforms to gain extra height.
- Do not carry out 'hot work' such as welding or oxy-acetylene cutting.
- Ensure that the manufacturer's instructions regarding the erection use and maintenance of the portable ladder are followed.
- Metal, wire reinforced, or otherwise conductive ladders shall not be used on or near equipment if an electrical hazard might result from their use.

- Ladders should be inspected and maintained in good condition. Inspect the ladder before and after use to ensure it is structurally sound and free from any defects.
- Ladders should be fitted with rubber feet (or similar non-slip material). Ladders should not be used on a slippery surface unless suitable means to prevent slipping are used.

Personnel Cages

Construction and design

GYSBI shall ensure that any cage proposed as a personnel cage on a crane or other lifting device, including a forklift truck is designed for that purpose, is registered and has a visible compliance plate displaying SWL and date of registration.

Cage features must include:

- Handrails and grid mesh to all sides.
- Anchor points for fall arrest devices in appropriate locations.
- An inward opening or sliding door that is self-closing and self-latching.

Where the cage is to be used on a forklift truck, it shall:

- Have a back at least 2m high with appropriate infill to protect occupants from any moving portion of the lifting mechanism.
- Have at least two independent locks to secure the cage to the tines.

Use on a forklift truck

GYSBI shall ensure that when a personnel cage is used on a forklift truck (FLT):

- The FLT driver is at the controls at all times

- The FLT is only operated on a hard level surface
- The FLT is not moved with the platform raised
- All work is carried out while standing on the deck of the platform
- No more than two persons occupy the platform at any time.

Use on a crane

GYSBI shall ensure that when a personnel cage is used on a crane or similar lifting device:

- A portable crane is not moved (driven) with people suspended in the cage
- All work is carried out while standing on the deck of the platform
- Personnel are to only access and egress personnel cages when the cage is at ground access level and where there is no risk of falling.

Elevated work platform (EWP)

All employees who operate elevated work platforms, shall be fully instructed in the details of the equipment and the nature of the work.

EWP safe work practices

The following safe work practices must be adhered to:

- Pre-use inspection – each day of use.
- The work platform is operated safely by a properly trained user and is used in accordance with its operating instructions.
- The safe working load at the work platform is not exceeded.
- Never operate on more than 5-degree slope.
- Never position ladders, steps or similar items on these platforms to provide reach for any purpose.

- Wear fall arrest or fall prevention equipment where appropriate.
- Be aware of clearances when travelling or operating.
- Do not enter or exit from platforms when elevated.
- During travel keep a safe distance from changes in slope depressions, debris, buildings, overhead power lines and other obstacles.

Working over water

When working over water in an EWP the following options may be considered/adopted with regards to the use of harnesses. (**Work safe Exemption No:11/2012 – dated 26/06/2012**)

1. Wear a harness with a built-in personal flotation device (PFD);
2. Wear a separate harness and PFD;
3. The harness must be attached until over water at which time it can be unclipped. The harness must be reattached before moving over land or any hard surface.

When working over water and not attached to the EWP basket by a harness, a chin strap must be worn to secure helmet in case of a fall.

Rescue flotation device (e.g. life ring) must be readily available when working over water in addition to PFDs. Ensure workers know where rescue ladders are located.

When working in an EWP or work box over water a banksman must be present at all times to guide the operator, monitor work and use the life ring for rescue if required.

In addition to the above harness exemption, workers are exempted from wearing a harness subject to the following conditions:

- a banksman to guide the crane operator and monitor persons working over water;
- an appropriate flotation device is readily available for use.

This exemption relates to workers who are required to operate in a workbox that is suspended over water and on berth fenders. Other uses of a workbox outside these specific circumstances require full protection.

Signage

For work carried out at height that poses a risk to people below from falling objects, access shall be restricted and, as far as reasonably practicable barricaded. Signage shall be erected that clearly states: “Keep Clear – Working at Heights. Beware of Falling Objects”.

Training

Workers shall be provided with the information, training instruction and supervision necessary to protect them from risks to their health and safety for the type of work at heights activities they may be performing or supervising.

Rescue Plan

If a worker falls and is suspended by a safety harness, the site supervisor or his delegate shall implement the emergency response plan by following the steps below.

1. Take control of the situation and raise the alarm;
2. Stop all work in the immediate vicinity of the incident;
3. Quickly evaluates the situation and identifies any further hazards that could arise;
4. Get help if workers are close by. If no one is close enough, call for help;
5. Call 912 to notify local fire department, and ambulance if required;

6. Instruct the crane operator to remain on standby and free the hook and waits for further direction in case the designated rescue team must perform a basket rescue;
7. Isolate the accident zone and its perimeter to limit further exposure;
8. Move all non-affected personnel to a safe zone or direct them to remain where they are.
9. Send a designated worker to the site gate to meet the response team (medical, fire, etc.) and ensure that they have a safe access path to the accident scene.
10. Assemble the emergency rescue team at the accident site as quickly as possible to determine the best rescue procedure for the situation.

Note: It's important to know your role.

Rescue Procedures

The following rescue procedures are advised (6.1.1) through (6.1.4.), with (6.1.1) being the preferred method and (6.1.4) being the method used when there is no other means of rescue.

Elevating Work Platform Rescue

If an elevating work platform (EWP) is available on site and the suspended worker can be reached by the platform, follow the procedure below.

1. Bring the EWP to the accident site and use it to reach the suspended worker.
2. Ensure that rescue workers are wearing full-body harnesses attached to appropriate anchors in the EWP.
3. Ensure that the EWP has the load capacity for both the rescuer(s) and the fallen worker. If the fallen worker is not conscious, two rescuers will probably be needed to safely handle the weight of the fallen worker.

4. Position the EWP platform below the worker and disconnect the worker's lanyard when it is safe to do so. When the worker is safely on the EWP, re-attach the lanyard to an appropriate anchor point on the EWP if possible.
5. Lower the worker to a safe location and administer first aid. Treat the worker for suspension trauma and any other injury.
6. Arrange transportation to hospital if required.

Ladder Rescue

If an elevating work platform is not available, use ladders to rescue the fallen worker with the procedure outlined below.

1. If the fallen worker is suspended from a lifeline, move the worker (if possible) to an area that rescuers can access safely with a ladder.
2. Set up the appropriate ladder(s) to reach the fallen worker.
3. Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
4. If the fallen worker is not conscious or cannot reliably help with the rescue, at least two rescuers may be needed.
5. If the fallen worker is suspended directly from a lanyard or a lifeline, securely attach a separate lowering line to the harness.
6. Other rescuers on the ground (or closest work surface) should lower the fallen worker while the rescuer on the ladder guides the fallen worker to the ground (or work surface).
7. Once the fallen worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
8. Arrange transportation to hospital if required.

Rescue from Work Area or Floor Below

If the fallen worker is suspended near a work area and can be safely reached from the floor below or the area from which they fell, use the following procedure.

1. Ensure that rescuers are protected against falling.
2. If possible, securely attach a second line to the fallen worker's harness to help rescuers pull the fallen worker to a safe area. You will need at least two strong workers to pull someone up to the level from which they fell.
3. Take up any slack in the retrieving line to avoid slippage.
4. Once the worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
5. Arrange transportation to hospital if required.

Basket Rescue

If a worker has fallen and is suspended in an inaccessible area, you may need to perform a basket rescue.

For basket rescues, the basket must be designed by a professional engineer in accordance with good manufacturing processes to withstand all loads to which it may be subjected. It must be kept on site at all times in an accessible location where it is clear of material or other equipment. Fit the rescue basket with appropriate rigging for quick hookup by the crane operator.

Always keep the following items in the rescue basket.

1. First-aid kit;
2. Three lanyards equipped with shock absorbers;
3. One full body harness;
4. Tag line attached to the basket at all times;
5. Descent controller rescue device in good working condition;
6. Secondary safety line to tie the basket above the headache ball of the crane.

To perform a basket rescue, follow the steps below.

1. Make sure preferred methods 6.1.1, 6.1.2, and 6.1.3 are not possible.
2. Notify the crane operator right away to position the crane to attach the basket.
3. While the basket is being attached, the crew leader checks that all safety rigging is done and all the required safety equipment is available.
4. With two rescuers in the basket, hoist it to a position that is above and as close as possible to the fallen worker. A designated worker on the ground guides the basket with a tag line. The designated worker must make sure that when the rescue basket reaches the right elevation, the door of the basket is facing the structural steel to provide an easy exit for rescuer #1.
5. Rescuer #1 exits the rescue basket and gets into a position to reach the fallen worker. When doing this, rescuer #1 must be tied-off at all times to either the structure or the rescue basket.
6. Rescuer #2, who is still in the rescue basket, lowers the line that will be used to retrieve the worker. Rescuer #2 attaches an extra lanyard to the line if required.
7. Rescuer #1 assesses the fallen worker for injuries and then decides how to proceed (i.e., treat injuries first, guide the fallen worker into the rescue basket, or lower the basket to the ground with the fallen worker attached to it).
8. Once the fallen worker has been brought to a safe location, administer first aid. Treat the person for suspension trauma and any other injury.
9. Arrange transportation to hospital. One of the duty safety officers/delegate, must accompany the injured worker to hospital.

If the basket rescue is the method used, keep the following points in mind.

- Perform a basket rescue only when it is not possible to use conventional equipment to rescue the fallen worker in a safe manner.
- Never exceed the maximum number of workers in the basket as listed on the nameplate.

- Ensure that a competent worker inspects the crane and equipment being used prior to lifting rescuers.
- Always equip the crane with a fail-safe mechanism to prevent the boom from descending in the event of a power source or system failure.
- Maintain an adequate means of communication between the rescuers in the basket and the crane operator at all times.
- Ensure that workers in the rescue basket wear full-body safety harnesses attached to a lanyard and anchored to appropriate points in the basket at all times.
- Make sure that all rigging used to attach the rescue basket to the hook of a load line has a safety factor of 10 against failure. There should be a safety line attached to the load line directly from the basket.
- Do not allow cranes to travel while rescuers are in the basket.
- Do not use suspended rescue baskets during high winds, electrical storms, or other adverse conditions that could affect the safety of personnel on the platform or in the basket.

Post-Rescue Procedure

All non-affected workers should remain in the designated safe gathering zone until the site supervisor notifies them to do otherwise.

The site supervisor and health and safety supervisor should:

- Begin the accident investigation.
- Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and/or shock loading for further investigation.
- Secure the area (the OHSA requires that an accident scene not be disturbed where a fatal or critical injury has occurred).
- Determine if the jobsite-specific rescue and evacuation plans were followed as designed.

WORKING AT HEIGHT PROCEDURE

- Record modifications or additions to the plans that the rescue team deems necessary.
- Record all documented communications with fire, police and other contractors involved.
- Record all documented statements from employees, witnesses, and others.
- Save all photographs of the incident.
- Record all key information such as date, time, weather, general site conditions, and specific accident locales including sketches of the immediate incident area, complete with measurements if applicable.

References

(Work safe Exemptions No:11/2012 – dated 26/06/2012)

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	17 Mar 2019	-	Initial release of document
2	13 Aug, 2020	Michael James Sean Hill	Document layout changed to new company format
3	17 Sep 2021	Kurt Busuffil	Permit to Wok designations adjusted
4	07 Jul 2022	Kurt Busuffil	Updated Document Number



SIMOPS

 SIMOPS		Overhead Working	Hot Work
		C1	C2
		Overhead Working	R1
Hot Work	R2	PROHIBITED	PROHIBITED
Cargo Handling	R3	PROHIBITED	PROHIBITED
Maintenance Other than vessel maintenance (Cold Work)	R4	PROHIBITED	RESTRICTED
Berthing	R5	PROHIBITED	RESTRICTED
Quaside Traffic	R6	PROHIBITED	RESTRICTED
Tank Cleaning	R7	PROHIBITED	PROHIBITED
Security Checks	R8	RESTRICTED	RESTRICTED
Works under the Wharf	R9	PROHIBITED	RESTRICTED
Pedestrian Traffic	R10	PROHIBITED	RESTRICTED
Use of Gangway	R11	PROHIBITED	RESTRICTED
Installing hoses Fuel	R12	PROHIBITED	PROHIBITED
Installing hoses Bulk	R13	PROHIBITED	RESTRICTED
Pressure Testing	R14	PROHIBITED	RESTRICTED
Installing hoses- Water	R15	PROHIBITED	ALLOWED
Pumping Fuel	R16	PROHIBITED	PROHIBITED
Pumping Bulk/Water	R17	RESTRICTED	RESTRICTED
Removing Hoses- Fuel	R18	PROHIBITED	PROHIBITED
Removing hoses- Bulk	R19	PROHIBITED	RESTRICTED
Removing Hoses- Water	R20	PROHIBITED	ALLOWED
Tank Entry	R21	PROHIBITED	PROHIBITED
Loading/ Unloading Vessel	R22	PROHIBITED	RESTRICTED
Vessel Maintenance	R23	RESTRICTED	RESTRICTED
Sea fastening	R24	PROHIBITED	RESTRICTED
Heavy lifts	R25	PROHIBITED	RESTRICTED
Use of Vessel Crane	R26	PROHIBITED	RESTRICTED
Refuelling Machinery	R27	PROHIBITED	PROHIBITED
Removal of sludge from vessel	R28	PROHIBITED	PROHIBITED
Chamion X Chemical Transfer	R29	PROHIBITED	PROHIBITED
Dredging	R30	PROHIBITED	PROHIBITED
Vessel Survey	R31	PROHIBITED	PROHIBITED
Walking of Crane	R32	PROHIBITED	PROHIBITED
Berth Construction	R33	PROHIBITED	ALLOWED
Diving Ops	R34	ALLOWED	ALLOWED

PROHIBITED:
Job cannot continue

Cargo Handling	Maintenance (Cold Work)	Berthing	Quaside Traffic
C3	C4	C5	C6
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
PROHIBITED	RESTRICTED	RESTRICTED	RESTRICTED
	PROHIBITED	PROHIBITED	RESTRICTED
PROHIBITED		PROHIBITED	RESTRICTED
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RESTRICTED	RESTRICTED	ALLOWED	RESTRICTED
ALLOWED	ALLOWED	PROHIBITED	ALLOWED

RESTRICTED:
Job requires further controls

ALLOWED:
Job can continue

Tank Cleaning	Security Checks	Works under the Wharf	Pedestrian Traffic
C7	C8	C9	C10
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
PROHIBITED	RESTRICTED	RESTRICTED	RESTRICTED
RESTRICTED	RESTRICTED	RESTRICTED	ALLOWED
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PROHIBITED	ALLOWED	PROHIBITED	ALLOWED
RESTRICTED	ALLOWED	PROHIBITED	ALLOWED
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PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
PROHIBITED	ALLOWED	RESTRICTED	ALLOWED
PROHIBITED	ALLOWED	PROHIBITED	RESTRICTED
ALLOWED	PROHIBITED	PROHIBITED	RESTRICTED
ALLOWED	RESTRICTED	RESTRICTED	RESTRICTED
ALLOWED	ALLOWED	RESTRICTED	ALLOWED

BLACK:
Not Applicable

BLUE:
Controlled by GYSBI
Permit to Work

Use of Gangway	Installing hoses Fuel	Installing hoses Bulk	Pressure Testing
C11	C12	C13	C14
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
RESTRICTED	PROHIBITED	RESTRICTED	RESTRICTED
RESTRICTED	RESTRICTED	ALLOWED	ALLOWED
ALLOWED	RESTRICTED	RESTRICTED	RESTRICTED
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
ALLOWED	ALLOWED	ALLOWED	ALLOWED
ALLOWED	PROHIBITED	RESTRICTED	ALLOWED
ALLOWED	ALLOWED	ALLOWED	RESTRICTED
ALLOWED	PROHIBITED	PROHIBITED	PROHIBITED
ALLOWED	ALLOWED	ALLOWED	RESTRICTED
ALLOWED	ALLOWED	ALLOWED	RESTRICTED
ALLOWED	ALLOWED	ALLOWED	RESTRICTED
RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
ALLOWED	ALLOWED	ALLOWED	RESTRICTED
ALLOWED	PROHIBITED	RESTRICTED	PROHIBITED
ALLOWED	RESTRICTED	PROHIBITED	PROHIBITED
ALLOWED	PROHIBITED	RESTRICTED	PROHIBITED
ALLOWED	ALLOWED	PROHIBITED	PROHIBITED
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RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
RESTRICTED	ALLOWED	ALLOWED	ALLOWED
ALLOWED	ALLOWED	ALLOWED	ALLOWED
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
PROHIBITED	RESTRICTED	RESTRICTED	RESTRICTED
ALLOWED	RESTRICTED	RESTRICTED	RESTRICTED
RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
PROHIBITED	PROHIBITED	PROHIBITED	RESTRICTED
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
RESTRICTED	PROHIBITED	PROHIBITED	PROHIBITED
RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
ALLOWED	RESTRICTED	RESTRICTED	RESTRICTED

ORANGE:
Controlled by Vessel
Permit to Work

WHITE:
No Permit to Work Required

Wharf SIMOPS Matrix

Installing hoses- Water	Pumping Fuel	Pumping Bulk/Water	Removing Hoses- Fuel
C15	C16	C17	C18
PROHIBITED	RESTRICTED	ALLOWED	PROHIBITED
ALLOWED	PROHIBITED	RESTRICTED	PROHIBITED
ALLOWED	ALLOWED	ALLOWED	ALLOWED
RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
ALLOWED	ALLOWED	ALLOWED	ALLOWED
ALLOWED	PROHIBITED	RESTRICTED	PROHIBITED
ALLOWED	ALLOWED	ALLOWED	ALLOWED
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
ALLOWED	RESTRICTED	RESTRICTED	ALLOWED
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ALLOWED	PROHIBITED	RESTRICTED	PROHIBITED
ALLOWED	RESTRICTED	PROHIBITED	RESTRICTED
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	RESTRICTED	RESTRICTED	RESTRICTED
RESTRICTED		RESTRICTED	PROHIBITED
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PROHIBITED	RESTRICTED	RESTRICTED	RESTRICTED
PROHIBITED	PROHIBITED	PROHIBITED	RESTRICTED
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PROHIBITED	PROHIBITED	ALLOWED	PROHIBITED
RESTRICTED	RESTRICTED	ALLOWED	RESTRICTED
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PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED

Removing hoses- Bulk	Removing Hoses- Water	Tank Entry	Loading/ Unloading Vessel
C19	C20	C21	C22
PROHIBITED	PROHIBITED	ALLOWED	PROHIBITED
RESTRICTED	ALLOWED	PROHIBITED	RESTRICTED
ALLOWED	ALLOWED	ALLOWED	ALLOWED
RESTRICTED	RESTRICTED	ALLOWED	RESTRICTED
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PROHIBITED	PROHIBITED	ALLOWED	PROHIBITED
RESTRICTED	RESTRICTED	ALLOWED	RESTRICTED
RESTRICTED	RESTRICTED	ALLOWED	RESTRICTED

Vessel Maintenance	Sea fastening	Heavy lifts	Use of Vessel Crane
C23	C24	C25	C26
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
RESTRICTED	ALLOWED	PROHIBITED	RESTRICTED
ALLOWED	ALLOWED	RESTRICTED	ALLOWED
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RESTRICTED	ALLOWED	RESTRICTED	RESTRICTED
RESTRICTED	PROHIBITED	RESTRICTED	ALLOWED

Refuelling Machinery	Removal of sludge from vessel	Chamion X Chemical Transfer	Dredging
C27	C28	C29	C30
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
RESTRICTED	RESTRICTED	PROHIBITED	PROHIBITED
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PROHIBITED	PROHIBITED	PROHIBITED	
PROHIBITED	PROHIBITED	PROHIBITED	PROHIBITED
PROHIBITED	PROHIBITED	PROHIBITED	ALLOWED
RESTRICTED	RESTRICTED	PROHIBITED	RESTRICTED
ALLOWED	ALLOWED	PROHIBITED	PROHIBITED





Pipe Yard SIMOPS Matrix

SIMOPS

	Movement of Machinery	Slinging and Un/Bundling	Movement of Tubulars	Movement of CCU	Ground Maintenance Works
Movement of Machinery		AMBER	AMBER	AMBER	RED
Slinging and Un/Bundling	AMBER		AMBER	AMBER	RED
Movement of Tubulars	AMBER	AMBER		AMBER	RED
Movement of CCU	AMBER	AMBER	AMBER		RED
Ground Maintenance Works	RED	RED	RED	RED	
Offloading/Loading of Third-Party Truck	AMBER	AMBER	AMBER	AMBER	AMBER
Dismantling and Building of Racks	AMBER	AMBER	AMBER	AMBER	AMBER
Movement of Container by Stacker	RED	RED	RED	RED	RED

RED:
Job cannot continue

AMBER:
Job requires further controls

GREEN:
Job can continue

	Doc no: QH-PR-004-B	
	Revision No.	1
	Date	14-Oct-21
Offloading/Loading of Third-Party Truck	Dismantling and Building of Racks	Movement of Container by Stacker
AMBER	AMBER	RED
AMBER	AMBER	RED
AMBER	AMBER	RED
AMBER	AMBER	RED
AMBER	AMBER	RED
	AMBER	RED
AMBER		RED
RED	RED	
	BLACK: Not Applicable	

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This procedure shall be used and updated by QHSSE Department

1 INTRODUCTION

One of the core values of GYSBI is the Health, Safety and Wellbeing of its employees and contractors as well as the protection of its property and the environment. In addition, GYSBI has a legal and moral obligation to ensure its workers and all who can be affected by its acts and omissions are safe guarded against occupational injuries and ill health as a direct cause of its operations. The company is also obliged to comply with Environmental Regulations.

GYSBI expects the same commitment to the Health & Safety of personnel and property and the protection of the environment from its contractors. In this regard, sub-contractors and third parties are required and expected to conduct their operations within a structured and controlled safety management system and conscientious environmental responsibility during the performance of the contract work scope. Consequently, GYSBI management and employees are required to comply by this procedure when engaging the services of a contractor to work on company sites and/or third-party sites managed by GYSBI.

2 PROCEDURE DETAILS

2.1 Contractors Assessment

At enquiry stage, for any enquires in which Health, Safety and Environment (QHSSE) assessment is required, the QHSSE department is to be informed. The QHSSE department will review and follow up on the request as specified in the QHSSE Management System. If the duration and extent of the job being contracted is such that it will be done over several weeks or months, the QHSSE bridging process may be carried out with the contractor to clearly establish the

contractor's QHSSE alignment with that of GYSBI and identify roles and responsibilities of all parties involved.

All contractors and subsequent subcontractors must satisfy several criteria before being engaged to conduct work for/and on its behalf. Responsibility for screening of subcontractors lies with the main contractor who must ensure that all company criteria are met before job is subcontracted to another contractor to conduct work on behalf of GYSBI. Contractors must also satisfy the criteria listed in the QHSSE Bridging Document Checklist.

These include but are not limited to:

- Evidence of safe work practices including but not limited to a documented QHSSE policy
- Proof of competence of employees in the capacity of their duties
- Proof of maintenance and certification of all equipment that will be used on GYSBI sites as required by law
- Document of resources allocated to QHSSE performance

2.2 Contractor Classification

The company may make use of several different kinds of contractors, as is described hereunder:

2.2.1 General Contractor

A person, persons, company or business entity that provides goods or services to GYSBI under terms of a contract. Such contractors may be:

Consultants that provide a service or professional advice for remuneration

Contractors delivering a service as per purchase agreement

Contractors appointed to perform maintenance and infrastructure services

2.2.2 Temporary Employees

A person that is employed within the group for a short period of time to perform a specific job or fill a void temporarily under a contract agreement.

2.2.3 Service Contractor

A person or company providing a service to GYSBI on a regular or as needed basis including the likes of service technicians and suppliers for water bottles, septic disposal etc.

2.3 Responsibilities

General responsibilities lie with all parties involved as indicated in the local legislation and they all must take necessary precautions and act in such a manner so as to minimize the safety and environmental risks that are inherent to the workplace for employees, the public and the environment.

2.3.1 Contractor Responsibilities

Contractors engaged by GYSBI are responsible to:

- Ensure prior to service commencement all relevant personnel and equipment certificates required to complete the requested service are forwarded to GYSBI.
- Ensure that the Scope of works is understood, request the latest GYSBI QHSSE documentation, conduct a suitable and sufficient risk assessment to assess, continuously monitor and mitigate risks.
- Ensure compliance with the GYSBI minimum QHSSE requirements and Site Safety Procedure by its own personnel and/or its contractors.

- An QHSSE responsible is appointed to monitor, guide, train and manage safety issues.
- Communicate with GYSBI, all issues and areas of concern relating to QHSSE.
- Notify GYSBI QHSSE Department in due time for QHSSE Inductions to be delivered to contractors' visitors and or employees.

2.4 Contractor Management

The way that contractors are managed is dependent on the job being undertaken. This means that the requirement for a formal written legal contract or a simple service agreement is based on the extent, magnitude, complexity and cost of the project in question. This document must include information such as:

Processes and procedures to be used to ensure compliance to QHSSE company policy.

- Site, plant, facilities and activities it applies to.
- Clearly define responsibilities of parties involved.
- Specific instructions of supplier evaluation procedure for appointment of sub-contractors.

This document must be separate from but can be part of any agreement to conduct a job or operation for GYSBI. If the contractor will be making use of the services of a subcontractor he must ensure, through a supplier evaluation process, that subsequent sub-contractor will conform to all pertinent GYSBI policies and procedures. Contractor is also responsible to monitor his QHSSE record and compliance whilst on GYSBI sites.

Associated Documentation

Bridging Document Checklist QHSSE-PRO-032

2.5 Site Registration System

In pursuance of Health & Safety all contractor personnel working on sites operated by the company are obligated to register their entry and exit into the site at the security gate and/or reception areas. This serves the purpose of facilitating headcount in case of emergency as well as monitoring of movement of third-party personnel on GYSBI sites.

2.6 Auditing and Inspection

An integral part of contractor management is site inspections and auditing of SSOW employed by the latter. The system will be audited for compliance with QHSSE regulations by GYSBI management but could also be scrutinized by the OHSA in case of an accident. Should the company be subject to other external regulatory audits, all third-party contractors working on site will be subjected to the same audits as a company contractor.

The QHSSE department is to keep a list of principal contractors whose work may present risks to personnel and the environment. QHSSE will request generic risk assessment documents from these contractors. Contractors are responsible to update GYSBI when risk assessments change and to carry out JSA's prior to performing the task.

GYSBI can request a risk assessment from any contractor that is not included in the List of Principal Contractors.

GYSBI supervisors are to raise any QHSSE concerns relating to Contractors to the QHSSE Supervisor or QHSSE Officer/s.

Associated Documentation

QH-176 -Contractor QHSSE Evaluation Assessment**2.7 Incident Reporting and Investigation**

If a contractor or one of his personnel has an accident whilst operating on a company site, they must inform company management immediately. They are also obligated to fill in an accident report and present to the QHSSE Department to be kept on record.

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	-	-	Initial release of document
2	-	-	-
3	4 Jun 2020	Michael James Sean Hill	-
4	13 Aug 2020	Michael James Sean Hill	Document layout changed to new company format
5	17 Sep 2021	Kurt Busuttil	QHSSE Manager designation removed
6	14 Jan 2022	Andrew Dowson	QH-176 -Contractor QHSSE Evaluation Assessment added as Reference Document for Audit and inspections.
7	07 Jul 2022	Kurt Busuttil	Updated Document Number

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These guidelines shall be followed by all departments and update by QHSSE Department

1. SUSPECTED COVID-19

- Anyone who experiences symptoms at work is expected to report to the medic for further instructions.
- Any employee who experiences fever and/or other symptoms whilst at home should not report to work. The employee should contact the Medic via mobile (592) 608-2857 or email GYSBI.Medic@gysbi.com for further direction.
- Once an employee tests positive, the standard sick-leave process applies: each employee is expected to present a medical certificate to HR and this off time will be counted as sick leave, failure to provide a certificate will be labelled as absent.
- Tests for persons experiencing symptoms at work are to be paid using insurance cards.

2. RETURN TO WORK AFTER A POSITIVE COVID-19 TEST

It is the employee's responsibility to ensure that they produce a negative PCR or Antigen Test from a recognized lab (not GYSBI's Medical Center) and are fit to return to work. If unsure they should contact the medic and seek guidance.

3. WORKING VESSELS

Cargo Operations

- Only 1 RAMPS employee on board to verify cargo against manifest and must wear a mask.
- Maximum 4 GYSBI (Guyana Shore Base Incorporated) employees on vessel deck for cargo ops, and must wear a mask. Vessel crew could remain by or in house during cargo ops to maintain social distancing.
- Surveyor to be on board for independent 3rd party inspection of bulk transfers and must wear a mask.

Dry or Wet Bulks

- RAMPS stay quayside. Does not board the vessel. Can speak with Captain / Chief Engineer regarding any safety concerns. Can pass any paperwork across the gangway.
- Surveyor to be on board for independent 3rd party inspection, and must wear a mask

Security

- Security guards to stay on the deck of the vessel for both day and night patrols ensuring a face covering is worn at all times.

4. VESSEL CREW CHANGES

- Security guards will let the vehicles enter without stopping for checks to avoid potential transmission.
- No person may interact with any other person outside the vehicle while waiting to enter the vessel. Stay in the vehicle.
- Berth will be cleared of persons to avoid potential transmission
- Vehicle must immediately leave the GYSBI facility, after receiving new passengers. No interaction with anyone on the GYSBI facility is allowed.

5. PROTECTION

- Wearing a face mask in the open is not mandatory; it remains subjected/preferable to the individual's choice. However, all persons entering and/or operating within office areas either for work or business will be required to wear a mask.
- Hand wash basins have been strategically stationed at the entrance and around the facility so that persons can have the opportunity to wash or sanitize their hands when entering and when around the facility.
- Proof of vaccination is not mandatory to enter buildings neither is a recent PCR.

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	22 Oct 2020	Iain Martin Sean Hill	Initial release of document
2	17 Jul 2021	Sean Hill	Changes to section 7, 12 and 13 Changes to contact tracing form

3	17 Sep 2021	Kurt Busuttil	QHSSE Manager designation removed Updated to include Operations Manager
4	1 Oct 2021	Kurt Busuttil	Changes to section 7 that were already included in internal Company Memo
5	4 Jan 2022	Andrew Dowson	Changes to section 7, 12, 13 and Positive COVID-19 Test Result Follow up Process
6	7 Jan 2022	Andrew Dowson	Removal of outdated and irrelevant information from section and Test Follow up process
7	15 Jan 2022	Andrew Dowson	Changes to format Removal of Medical Response Flowchart Update of Mask Guidance picture Updated section 8
8	18 March 2022	Sean Hill	Alignment with updated national guidelines
9	20 May 2022	Andy Dowson	Section 4 updated to ensure Masks are worn in the office.
10	29 May 2022	Andy Dowson	Section 2: Returning to work after a positive COVID-19 test added.
11	04 Jun 2022	Andy Dowson	Section 2: Returning to work after a positive COVID-19 test updated.
12	07 Jul 2022	Kurt Busuttil	Document Format Update

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1 INTRODUCTION

This procedure aims to serve as a guide for flight operations, planning and execution. The operational procedures outline best practices and the internal process for safe and effective flight operations. This includes roles and responsibilities and emergency procedures. The aim is to document everything that needs to be done while drones (Unmanned Aerial Vehicle) are being flown to carry out operations at GYSBI MAIN BASE and the ANNEX. Flight operations shall be conducted in accordance with all the relevant statutory requirements.

2. APPLYING FOR A DRONE PERMIT

2.1. Four Simple Steps

1. Submit a formally written letter addressed to the Director General of the Guyana Civil Aviation Authority requesting permission to operate. Email your letter to dronesunit@gcaa-gy.org.
2. Attached the UAV Information Sheet along with a copy of your National Identification Card or the Bio Data Page of your passport (Foreign applicants) with the letter.
3. A Drone Security Clearance Check will be conducted for each applicant (time span of security clearance is a minimum of 29 days)
4. Drone Away

3 AERIAL SURVEILLANCE

3.1. Using an Unmanned Aerial Vehicle

1. No person shall operate an Unmanned Aerial Vehicle, irrespective of the dimensions or maximum weight of that aircraft, for the purposes of obtaining, recording, or transmitting information, whether in the visible spectrum or otherwise, unless that person has obtained written authorization from the Authority to obtain, record, or transmit such information.

2. Refer to the legislation for further guidance: https://drone-laws.com/drone-laws-in-guyana/#UAS_Laws_-_General_rules_for_flying_drones_in_Guyana

3.2. Operating a Drone

1. No person shall operate an unmanned aerial vehicle in Guyana airspace without having first received written permission from the Civil Aviation Authority, unless such a vehicle is operating in accordance with Paragraph 13.
2. For further guidance: <https://www.gcaa-gy.org/drones.html>

4 PERSONNEL

4.1. Base Manager

1. The Base Manager (Operations Issuing Authority) is responsible for issuing of the permit to work (PTW) for the drone operations.
2. They shall have a complete overview of all planned and ongoing activities in their area, in order to manage the risks, including any potentially conflicting simultaneous activities.

4.2 GYSBI Security coordinator (PFSO or Designate)

1. The security supervisor shall maintain a file for each operator and airframe. The file shall include copies of training records, flight incidents, etc.
2. It is the responsibility of the security supervisor to be current and up to date with all relevant statutory provisions applicable to drone operations and amend this procedure as those regulations change.
3. The security supervisor shall ensure that the remote pilot-in-command has all documents as per the requirements of the law.
4. The security coordinator (PFSO or Designate) and/or GYSBI training department shall also ensure the pilot-in-command is current with the training and knowledge.

4.3 Remote pilot-in-command:

1. To be considered for selection as an operator, applicants must meet all the requirements for and successfully pass the remote pilot certification to be accepted as a suitable candidate.
2. Operators interacting with air traffic control shall have sufficient expertise to perform the task readily and must understand and comply with the regulations applicable to air space where GYSBI operations are to be carried out using drones.
3. An operator's primary duty is the safe and effective operation of the drone in accordance with the manufacturer's approved flight manual, relevant state regulations, GYSBI policies and procedures.
4. An operator may be temporarily removed from flight status at any time by the security supervisor for reasons including performance, proficiency, physical condition etc. should this become necessary he/she will be notified verbally and in writing of the reasons for removal.
5. The pilot-in-command must ensure all drones are in airworthy condition and are registered if required by law.

4.4 Observers (optional)

1. Observers when they are used as an additional control, they must be sufficiently trained to communicate clearly to the operator any turning instructions required to stay clear of conflicting traffic and obstacles.

4.5 Third Party Drone Operators

1. GYSBI may be approached by a third party regarding the proposed flight of a drone over GYSBI properties for a third-party purpose. The person operating a drone for a third-party purpose must meet the GCCA licensing requirements of and agree in writing to comply with all relevant sections of this procedure.

5. PRE-FLIGHT OPERATIONS

5.1 PRE-FLIGHT ACTIVITIES ARE THE DUTY OF THE REMOTE PILOT-IN-COMMAND BEFORE THE FLIGHT OPERATION

Activities include:

1. Inspection of the aircraft.
2. Assessment of the operating location.
3. Briefing crew members involved in the operation.
4. Equipment checkouts.
5. The checklist in the appendix provide more detailed guidance.

5.2 Planning

1. The flight crew should be familiarized with information pertaining to the flight such as weather conditions, hazards and no fly zones.

5.3 Inspection

1. Use the flight checklists in Appendix.

5.4 Weather

1. Before each flight the remote pilot-in-command and observer(s) should ensure that he/she gathers enough information about the existing and anticipated near-term weather conditions throughout the entire operation, and the remote pilot-in-command should consult with hydromet's weather forecast.

6 PREFLIGHT INSPECTION CHECKLIST/FLOWCHART

1. A detailed pre-flight checklist in APPENDIX 1 should be used to ensure all safety and operational procedures are addressed and to ensure safety of the mission.
2. The drone flight inspection checklist must be completed before the (PTW) is issued and the flight operations commences.

7 DURING FLIGHT OPERATIONS

1. No person shall, during take-off or landing, operate the drone within 30 meters of any person, other than the Pilot or another person assisting in the operation and under the supervision of the pilot.
2. The Pilot in Command of the drone shall not operate that aircraft
 - Over or within 150 meters of any congested area or organized open air assembly.
 - Within 100 meters of any vessel, vehicle, or structure, which is not under the control of the person accountable to the Authority for the aircraft, or someone who has contracted the services of the aircraft; or
 - within 50 meters of any person, either vertically or horizontally

8 POST FLIGHT OPERATIONS

8.1 After landing:

1. Shut down the drone and disconnect batteries.
2. Power down camera or sensors.
3. Visually check the aircraft for signs of damage and/or excessive wear.
4. Enter logbook entries recording flight time and other flight details.
5. Verify that all objectives have been met.
6. The permit to work (PTW) to fly the drone should be closed.

9. EMERGENCY PROCEDURES

Emergency procedures are specific to each UAS type as designed by the manufacturer. It is the responsibility of the flight crew to be proficient with the aircraft operational manual provided by the vendor before any flight operations are conducted. It is also a

best and safe practice to prepare an Emergency Checklist (Appendix xxx) in case of emergencies. The RPIC should always be prepared to execute an emergency procedure in instances where there is a lost link, loss of GPS, or there are other aircraft or obstructions in the flight path. He/she should brief the flight crew before the start of the flight operations about emergency procedures and have a mission abort site for landing in the case of an emergency. After the aircraft has safely landed, it should be documented for maintenance purposes.

Some possible emergencies due to system failures are as follows:

1. Loss of Data Link communications
2. Loss of GPS
3. Autopilot Software error/failure
4. Loss of Engine power
5. Ground Control System failure
6. Intrusion of another aircraft into the drone's airspace

10. FLIGHT AREA/PERIMETER MANAGEMENT

1. It is the job of the pilot-in-command to ensure that all flight operations are within authorized airspace parameters and the drone flight limits.
2. Flight boundaries including, including any restrictions imposed by the law and any restricted areas should be reviewed before flight operations.

11. ACCIDENT & INCIDENT REPORTING

1. All incidents involving damage to the drone, property of others, personal injury to employees or others should be reported to GYSBI'S management as soon as possible or within 24 hours.
2. A drone pilot or operator shall immediately report to the Authority (GCAA), in a manner deemed acceptable, any drone accident involving any of the

following: (a) serious injury or death to a person; (b) damage to any property other than the drone; (c) airspace incursion; or (d) destruction of the drone beyond economical repair.

3. If an incident occurs, return the drone to the home location or turn the engine off and protect the scene to the best of your ability to prevent further damage/injury.
4. Ensure medical attention is provided to any injured parties as quickly as possible. Follow the Medical Emergency Response flow chart for details.
5. Remote Pilot in Command will be responsible for investigating any perceived drone incidents.

12. TRAINING

1. Operators of drones must hold a certificate of training from GCAA or from another ICAO member State that has an acceptable framework of Regulations governing UAV operations and training of pilots.
2. Where it is not practicable for a person to obtain a certificate of training, a person must have operated similar drones as Pilot In Command and have accumulated at least two hundred (200) hours of flight-time.
3. Regular flying is required to maintain proficiency.
4. Emergency procedures training is required for all drone operators.
5. Visual Observers shall have completed sufficient training to efficiently communicate pertinent inflight observations with the RPIC so that the drone remains clear of conflicting air traffic and obstructions.
6. This training, at a minimum, includes:
 - a. Knowledge of the supporting tasks with respect to maintaining Line of Sight, and effective communication.

- b. Knowledge of the supporting tasks Operating Near Other Aircraft; Right-of-Way Rules; and Basic VFR Weather Minimums.
7. If formal training is not available for Visual Observers, the RPIC is responsible for briefing the ad hoc observer and ensuring the understanding of the role and the supporting tasks.

13. INSURANCE

It is the responsibility of every drone operator to ensure they have appropriate insurance coverage. This is a condition of each operational authorization that is issued by the GCAA.

14. APPENDIX 1

14.1. Drone flight inspection checklist

14.2. Flight emergency checklist

DRONE FLIGHT INSPECTION CHECKLIST

DRONE FLIGHT INSPECTION CHECKLIST									
PRE-FLIGHT		DURING FLIGHT			POST FLIGHT			COMMENTS	
➔		Y	N	➔			Y	N	
AT THE OFFICE		AFTER LAUNCH			AFTER LANDING				
Aircraft Documentation				Aircraft reach safe altitude			Power down the air craft		
Permission from GYSBI and civil aviation				Observer(s) has the drone in sight			Remove and safely store battery		
Proximity to the airport				All systems green			Airframe inspection		
Tablet/cell phone charged				Satalite and GPS check			Check to ensure data is collected		
All bateries are charged				Check remaining battery			Trans data and flight log		
Assign crew duties/responsibilities							Make log book entry		
Verify datalink with all devices									
PTW and other relevant document									
Check SD card/device memory									
SIMMOPS Assesed and managed									
Data cable check									
IN THE FIELD		BEFORE LANDING			BACK AT THE OFFICE				
Flight gears checked				Ensure flight done according to plan			Flight and maintenance report		
Weather conditions permits flying				Scan landing area for obstacles			Charge batteries		
Verify launching and landing areas				Wind check			SD card cleaned and ready to use		
Check all aircraft components				Observer briefing for landing			Airframe checked		
Flight gears checked				All systems green			Data processed		
Take off and landing pad ok									
Cameras ok									
Ensure display device is connected									
Check signal strenght									
Remove gimbal lock									
Check emergency settings									
Check warm up notifications									
Risk assess take-off/landing area									
Identify alternate/emergency landing area									

FLIGHT EMERGENCY CHECKLIST

15. REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	07 July, 2022	Kurt Busuttill	Initial Release of Document

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This procedure shall be used and updated by QHSSE Department

1. INTRODUCTION

Scope and Purpose

This Procedure describes the management of objects that have the potential to fall/drop during operations performed by GYSBI personnel and Third-Party Contractors.

References

QH-004-PERMIT TO WORK

QH-008-WORKING AT HEIGHT

QH-119-Drops Inspection Checklist (180 Ton Crawler Crane)

QH-120-Drops Inspection Checklist (160 Ton Mobile Crane)

QH-121-Drops Inspection Checklist (80 Ton Mobile Crane)

QH-122-Drops Inspection Checklist (160 Ton Mobile Crane)

Definitions

JSA

A procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation.

Working at Height

Working at height means work in any place where, if precautions are not taken, a person can fall a distance liable to cause personal injury.

Dropped Object

A dropped object is any object that has fallen to a lower level from a previously higher position.

Tethered Tool

A way of preventing tools from falling or being dropped. It involves attaching tools to either the operative using them or, in the case of heavier tools, to a fixed or anchor point.

2. PROCEDURE DETAILS

Responsibilities

Performing Authority

All operatives and contractors are to strictly follow the requirements of this procedure whilst working on site. Failure to comply will result in disciplinary actions.

QHSSE Team

The QHSSE Team shall be responsible for monitoring the correct implementation of Dropped Objects Prevention Procedure at both GYSBI Main Base and Annex. Also, personnel shall lead checks for the potential dropped objects listed in the inventory/drop survey picture book of equipment. The QHSSE Team shall participate in identification of potential dropped object and propose remedial / preventive action.

Base Manager

Base Manager shall provide adequate resources and time for drop inspections to be conducted and for recommended corrective measures to be implemented.

Site Lifting Coordinator

The SLC is responsible for overseeing the set-up, maintenance, and safe and efficient operations involving lifting equipment. SLC shall ensure that corrective actions from drop surveys that are within his capabilities are actioned in a timely manner.

Managers and Supervisors

Managers and supervisors shall ensure that workers under their control are provided with adequate training and equipment to comply with this procedure.

Awareness Campaign

Regular campaigns should be implemented to raise awareness about the hazards and risks of dropped objects.

Toolbox talks should be held with all crews to promote awareness of the hazard/risk of dropped objects and their consequences. The necessary steps to eliminate dropped objects must also be discussed.

The Performing Authorities must be updated whenever there are any changes made to the DROPS INSPECTION SHEETS or if the procedures are updated. Awareness sessions should be held to discuss these changes with all the crews/parties that are required to comply with the procedures.

DROPS Inspection Checklist/Picture Book

All the potential drop objects, those that structurally are not part of the machinery must be listed on the drop inspection checklist (For example, light fittings, sheaves, and shackles). Also, permanent fixtures should be identified as single items. Sample of the Drops Inspection checklist for the 180-ton Kobelco Crawler Crane can be seen on the following page.

Additional Drops Inspection Checklists of this nature are:

- QH-120-Drops Inspection Checklist (160 Ton Mobile Crane)

- QH-121-Drops Inspection Checklist (80 Ton Mobile Crane)
- QH-122-Drops Inspection Checklist (160 Ton Mobile Crane)

A Drops Inspection shall be done every week on each crane that is used at the Annex and Main Base. This inspection shall be led by a QHSSE Representative and the assigned Crane Operator. Available operation's employees should be asked to join the inspection team so that they can be aware of the various parts of the crane that are potential drop objects and to share ideas of securing such parts. Findings shall be recorded, and checklist should be signed by the participants. Final report should be signed and approved by the Base Manager onsite at the time of the inspection. Once approved, corrective actions to be taken shall be entered into the QHSSE Corrective Actions Registry and progress should be tracked.

All necessary parties (not limited to Fleet Manager, SLC and Operation Team) shall place high importance on addressing the findings of the drops survey in a timely manner, thus improving the overall safety of the employees working with these equipment on a daily basis.

Securing Methods of Crane Parts

While conducting inspections, it is necessary to identify the securing method of various parts attached to the crane.

Reliable securing is the appropriate selection, application and management of all fastenings and fixings. These must be designed correctly, installed properly, and maintained consistently to achieve the required level of performance.


Refer to Industry Standard "Reliable securing"

Inspection

Daily Check- Daily checks/ Frequent inspections cover the operating mechanisms, parts of the air or hydraulic systems, and the hooks and hoist chains. In addition, the operator performs a drops check (please see sample of Crane Daily Inspection sheet on the following page). These items need to be visually examined daily, by both dayshift and nightshift operators. These daily checks are recorded on the necessary check sheets and are submitted to the Base Co-Ordinator/Base Manager.

Note: Daily Equipment Inspections are done on all the cranes, forklifts, and Mobile Elevated Work Platforms.

In addition to daily equipment inspection, a formal drops inspection shall be done on a bi - weekly basis on all cranes.

	CRANE DAILY INSPECTION / HAND OVER SHEET – Rev: 4			
	TADANO - 160t – MC1		Crane Hours:	Date:
DAILY/WEEKLY PRE-USE & FUNCTION CHECKS MUST be completed at the start of every shift, even if there are no lifting operations		Hand Over from (Name)		Shift:
		Crane Operator Signature		DAY / NIGHT
		Hand Over to (Name)		Shift:
DAILY PRE-USE & SAFETY CHECKS:		OK	Repair	<i>Hand Over Comments</i>
360° check for leaks or damage				
Engine Oil Level				
Fuel Level				
Hydraulic Oil Level				
Coolant Level				
Air Tanks				
Inspect Main/Aux/Boom Wire Ropes				
Inspect Main/Aux/Boom Winches/Brakes				
Rope socket/pin/nut/bolt/keepers				
Tyre Pressures, Cuts & Damage				
Correct Operation of all Controls				
Cab Gauges & Warning Lights				
Slew Lock Pin & Slew Brakes Alarm				
Lubrication/Grease components				
Operation of Hoist/Derrick Brakes				
Hook and boom over-hoist devices (ATB)				
Check Hook Blocks & Safety Catches				
LMI monitor and error codes				
Horn, work light and wipers				
Walkways, Steps & Mirrors.				
Ground condition & crane levelling				
Cleanliness of Crane & Decking				
Security of any Loose Objects				
Fire Extinguisher in cab				
Standard/Specific load chart visible in cab				
Operation & Maintenance manual in Cab				
Inspect all rigging to be used				
Crane Keys Handed over				
WEEKLY CHECKS:				
Lubricant Levels in Transmission				
Windscreen Washer Reservoir levels				
Grease & Lubricant				
Tyres, tyre pressure and axles				
Inspect full length all Wire Ropes				
Lubricate Wire Ropes if required				
Brake, Clutch & Steering Reservoir Levels				
Check Hydraulic Oil Level & hose leaks				
Check Boom Pin				
Hook sheaves, bearings & rope guide				
DROPS CHECK:				
Check the security of all fitted items on & around the crane & especially the full length of the boom i.e. nuts/bolts, brackets pins cables rollers hooks & lifting eqpt wires sheaves warning lights anemometer ETC				

Checked By:

Area Foreman: Name: _____ Signature: _____ Date: _____

Base Coordinator: Name: _____ Signature: _____ Date: _____

Maintenance

Any maintenance work on equipment should be controlled by the Permit to Work System. The Performing Authority should provide a JSA/Risk Assessment for the task to be done and request for a PTW.

In addition, an inventory of all the tools to be used for the maintenance work should be provided by the Performing Authority. These documents should be reviewed by the QHSSE Representative and the PTW should be approved by the Base Manager before task commences.

At the end of the task, the work area should be inspected by the QHSSE Team to ensure that housekeeping was done, and tools and equipment were returned to its normal place. Also, before the permit is closed the Performing Authority should provide the list of tools that were used and show evidence that these tools were in their possession at the end of the task.

Note: All maintenance works on these equipment should be done using tethered tools.

3. WORKING AT HEIGHT USING MEWP, LADDER AND SCAFFOLDS

Any job performed at height must be controlled by the following:

1. Tool inventory checklist for tools used at height.
2. Permit to Work System
3. Securing tools to fixing points with lanyards (use of tethered tools).
4. Safe method to carry hand tools and parts i.e. bags, tool belts.
5. Control of the area under the workplace (caution tape/ cone).
6. Secure PPE as required. (i.e. Helmet with chin strap).



Example of tethered tools for work at height

4. CONTROL OF THIRD-PARTY EQUIPMENT

Permit to Work System shall be used to control works done by Third-Party Contractors at the Annex and GYSBI Main Base. Before a PTW is issued, the Performing Authority should provide the necessary documents to indicate that their equipment is certified and fit for use. These documents should be reviewed by the Site Lifting Co-Ordinator, and the use of the lifting equipment should be approved by the same personnel.

All conditions of the PTW should be followed and red zones/drop zones should be adequately demarcated by use of cones or hard barriers.

Installation of temporary third-party equipment must be done as per procedure and Permit to work must be issued before any task is being carried out.

5. MONITORING

Completed inspection forms should be given to the Base manager for review and

sign off. Any non-conformity identified that cannot be immediately corrected should be addressed with the Base manager. The further action needed should be decided accordingly and recorded. The Base Manager, Site Lifting Coordinator and QHSSE team to decide on whether immediate action is warranted. Monitoring of works should be continuously done by the Supervisors, QHSSE Team, SLC and Base Manager.

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	31 Jan 2021	Sean Hill Iain Martin	Initial release of document
2	18 Aug 2021	Sean Hill	Updated hyperlinks and formatting.
3	07 Jul 2022	Kurt Busuttil	Updated Document Number

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This policy shall be used by HR Department and updated in collaboration with QHSSE Department

1. PURPOSE

To ensure a safe, healthy, and productive work environment for the employees of the company, customers, and others on company or customer property. To protect company and customer property and assets, ensure efficient operations, and meet any specific requirements of customers. Company shall enforce this drug, alcohol, and contraband policy in a fashion consistent with the laws of the states in which the company employees are employed.

2. DEFINITION

Alcohol:

consumable liquid containing ethanol (e.g. beer, wine, spirits) and powdered alcohol which can be reconstituted into an alcoholic drink.

a) **Company Property or Customers Property:**

Locations and property owned (or leased or chartered from others or accessed through rights secured by company, customers, or their affiliates) operated, and/or controlled by the company or its customers whether fixed or mobile

b) **Collector:**

A person who 1) collects a specimen from company personnel, 2) makes an initial inspection of the specimen, and 3) completes the Custody and Control Form (CCF). When Field Screen Device (FSD) is used, Collector may be responsible for reading and recording screening test results.

d) **Company Personnel:**

All company employees, agents, subcontractors, or subcontractors' employees performing field operations work on company or customer property, or those who are being considered for employment by the company. This includes temporary and part-time personnel.

e) **Confirmation Test:**

For drug testing, a second analytical procedure performed by a Laboratory on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite typically using gas or liquid chromatograph

with mass spectroscopy. For Alcohol testing, a breath test using Evidential Breathalyzer testing device (EBT) or a blood test analyzed by a laboratory.

f) **Contraband:**

- a. Any drug or alcohol related paraphernalia used or designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing into the human body any Prohibited Substance, or
- b. Any paraphernalia or substance used or designed for use to dilute, substitute, or adulterate any alcohol or drug test specimen, or to otherwise obstruct the alcohol or drug testing process or
- c. Firearms, ammunition, explosives, and weapons

g) **Custody and Control Form (CCF):**

The form used to document the collection, custody, and transport of a drug specimen or blood Alcohol specimen until it is received by the Laboratory.

h) **Cutoff:**

The decision point or value used to establish and report a specimen as negative or positive.

i) **Designated Employee Representative (DER):**

Company personnel with oversight of the company Drug and Alcohol program and authorized by the company to receive test results and make required decisions regarding test results.

j) **Disqualified:**

Company personnel are disqualified from performing work if they fail to meet or comply with, or in any way violate this policy and policy of customers.

k) **Fatal Flaw:**

An error that results in a significant break of chain of custody or collection procedures that cannot be corrected and results in a cancelled test (e.g. missing or damaged tamper evidence seal, CCF and specimen ID do not match, missing collector name and signature on CCF)

l) **Field Screen Device (FSD)- also referred to as a POCT- Point of Collection Testing device:**

Testing device that is utilized to field-screen a specimen for the presence of alcohol or drugs.

m) **First Aid:**

First aid refers to medical attention that is usually administered immediately after the injury occurs and at the location where it occurred. It often consists of a one-time, short-term treatment and requires little technology or training to administer. (List of First Aid treatments as defined by U.S. OSHA is found in the Addendum).

n) **Laboratory:**

A laboratory certified to the requirements of the relevant jurisdiction for purposes of performing legally compliant alcohol and drug testing.

o) **Laboratory Negative Result:**

The result reported by a laboratory when a specimen is a valid specimen and contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class.

p) **Laboratory Positive Result:**

The result reported by a laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentration.

q) **Medical Review Officer (MRO):**

A licensed or certified physician, designated by the company, responsible for the review and verification of the integrity of drug testing results and for the final interpretation and reporting of drug test results.

r) **MRO Negative:**

Final classification of a drug test as negative after MRO review of all relevant data (e.g. laboratory test result, donor interview, legitimate medical explanation for use of medication).

s) **MRO Positive:**

Final classification of a drug test as positive after MRO review of all relevant data (e.g. laboratory test result, donor interview, legitimate medical explanation for use of medication)

t) **Prescription Drug:**

A regulated pharmaceutical medicine that requires physician or other qualified healthcare professional authorization before it can be obtained in the jurisdiction where Company personnel are performing services.

The term is used to distinguish it from over-the-counter drugs, which can be obtained without authorization.

u) **Prohibited Substances:**

- i. Illicit drugs that are not or cannot be prescribed, or mind-altering substances including all forms of naturally occurring and synthetic drugs, e.g. synthetic cannabinoids, stimulants, and hallucinogens, that would inhibit the ability of company personnel to perform work safely.
- ii. Potentially impairing medications (e.g. may be prescription drug or over-the-counter medication or herbal medicine):
 - 1. Used without a prescription, or
 - 2. Used in a manner inconsistent with the prescription or directions for usage, or
 - 3. Used without disclosure to company as provided by Section 3(b)(iii) of this Policy
- iii. Alcohol
- iv. Marijuana in any form, even if legal in the local jurisdiction
- v) **Random Pool:**

The pool or grouping consisting of Safety Sensitive company personnel designated for random testing.
- w) **Reasonable Suspicion:**

A belief based on objective and articulable facts sufficient to lead a supervisor to suspect use of prohibited substances. For the purposes of this section a *supervisor* is a company employee acting in an official supervisory capacity who has successfully completed drug and alcohol supervisor training as outlined in this policy.
- x) **Safety Sensitive Positions:**

Any position with job responsibilities such that a lapse by an individual in that position could increase the probability of serious injury, significant environmental or community impacts or significant damage to company or customer assets
- y) **Screening Test (also referred to as Initial Test):**

The test used to differentiate a negative specimen from one that requires further testing (i.e. confirmation test) for alcohol, drugs, or drug metabolites.
- z) **Serious Injury:**

Injuries or illnesses causing significant physical body damage with potential for days away from work.
- aa) **Stand Down:**

Requires immediate removal of company personnel from covered services

bb) Under the Influence:

A condition in which the mental or physical faculties are impaired by the use of Prohibited Substances as to reduce ability to think and act with ordinary care and must be indicated by specific, contemporaneous, articulable observations such as appearance, behavior, speech, body odor, etc. A confirmed positive alcohol or drug test shall be accepted as evidence conclusive of being Under the Influence.

3. PROHIBITIONS

Company Personnel are disqualified following non-compliance with the prohibitions below:

1. Using, possessing, selling, manufacturing, distributing, concealing or transporting on company or customer property (including off-duty time) any of the following items:
 - a. Any prohibited substance; or
 - b. Contraband, or
2. Being under the influence of any Prohibited Substance.
3. Switching or adulterating any urine, blood, or any other specimen, participating in any attempt to adulterate or substitute a specimen, obstructing the collection or testing process, failing to promptly proceed to a collection site and provide specimens when told to do so, refusing to sign required forms, and failing to cooperate with an inspection.
4. Prohibited from operating a vehicle on behalf of the company or customer while under the influence.
5. While employed or being considered for employment, employees are prohibited from:
 - a. A confirmed Positive for Alcohol or a MRO Positive for drugs, or
 - b. A refusal to test for Alcohol and Drugs, or
 - c. A refusal to submit to an inspection

4. PROGRAM MANAGEMENT

- a). **Identify a Designated Employee Representative (DER):**
-

Designated Employee Representative (DER) should be an employee within the Health, Safety, Security and Environment (HSSE) department who is authorized to receive test results and other communications, take immediate action to remove workers from a company or customer's jobsite and make required decisions in the testing and evaluation process. Specific roles and responsibilities assigned to a DER should include, at a minimum, the following:

1. Select and contract with a laboratory or service provider, based on pre-determined criteria, to help implement all or part of the Drug, Alcohol and Contraband Program.
2. Coordinate training for all supervisors on the following:
 - reasonable suspicion
 - post incident testing
 - stand down procedures
 - disqualified personnel requirements
 - random notification
3. Schedule and coordinate drug and alcohol testing activities applicable to any local legal requirements and customer requirements.
4. Maintain confidential files for the Drug, Alcohol and Contraband Program.

b. Identify a Medical Review Officer (MRO):

An MRO is responsible for receiving and reviewing laboratory test results and evaluating medical explanations for certain drug test results. Roles and responsibilities assigned to an MRO typically include the following:

1. Serve as an independent party to oversee the accuracy and integrity of the company Drug and Alcohol Testing process (DOT and NON-DOT).
2. Review appropriate copies of chain-of-custody forms to determine if problems exist
3. Conduct verification interviews with workers for non-negative drug test results or results indicating that the specimen has been adulterated or substituted.
4. Interpret drug test results to determine if a legitimate medical explanation exists for a laboratory's confirmed positive, an invalid test result or adulterated or substituted specimen.

5. Immediately report verified positive or invalid results, results requiring immediate collection under direct observation, adulterated or substituted specimens, and other refusals to test to appropriate personnel.
6. Report written drug test results in a confidential manner to appropriate personnel authorized to receive such information

c. Site Specific Requirements:

Company will follow any specific site requirements established by the customer as well as any local legal requirements applicable to alcohol and drug testing.

5. SEARCHES AND INSPECTIONS

- a. At any time, company and/or customer may conduct or require an unannounced inspection of company personnel and their property for items that may include prohibited substances or contraband. Inspections may include, but are not limited to:
 - o Clothing, wallets, purses, baggage, lockers, work areas, desks, toolboxes, and vehicles.
- b. Company or customer may authorize inspection specialists, including scent-trained animals to conduct an inspection.
- c. If discovery of Prohibited Substances or Contraband cannot be directly associated with individual company personnel, but can be reasonably associated with a defined group of company personnel (e.g. people who use one change room):
 - o Customers may conduct or require company to conduct an inspection of company personnel group's clothing, wallets, purses, baggage, lockers, work areas, desks, toolboxes, vehicles, and any other designations by customers, and/or
 - o Customers may require company to conduct Group suspicion-based testing of company personnel within this group.

6. MEDICATION DISCLOSURE

Company personnel in Safety Sensitive positions may only use potentially impairing medication (e.g. Prescription Drug, over-the-counter medication, herbal medicine) under the following conditions:

- a. Medication(s) have been obtained in a manner consistent with applicable laws and regulations
- b. Company personnel have notified company that they will be in possession of, or using, potentially impairing medication(s).
- c. Company's health professional has assessed the capability or fitness of company personnel to perform safety sensitive duties.

7. POSITION CATEGORIES AND TESTING REQUIREMENTS

a. **Position Categories**

Company personnel providing services on customer premises shall be assigned to one of the categories below.

Safety Sensitive (SS): Any position with principal job responsibilities such that a lapse by an individual in that position could increase the probability of serious injury, significant environmental or community impacts, or significant damage to customer assets.

Roles submitted for D&A Audit (Safety Sensitive):

- Crane Operator
- Forklift Truck Operator
- Forklift Operator
- Truck Driver
- All Rolling Stock Operators and Drivers

Low Exposure (LE): Any position not included in the definition of Safety Sensitive is defined as Low Exposure.

b. Testing Requirements

Company will conduct drug and alcohol testing per the test types below:

Position Category	Test Types
Safety Sensitive	Pre-enrollment Individual Random Individual Reasonable Suspicion Post Incident Group Random* Group Suspicion-based*
Low Exposure	Individual Reasonable Suspicion Post Incident Group Suspicion-based*

*can be initiated by the company or the customer

c. Pre-enrollment Testing

1. Safety Sensitive personnel must be admitted to the Random Pool prior to commencing services.
2. A pre-enrollment test is required for entry into the Random Pool unless a negative result was obtained from any category of test (e.g. pre-employment, random, post incident, individual reasonable suspicion, group suspicion-based, group random, etc.) using a drug test panel that meets or exceeds the requirements of this policy within the previous 6 months.

d. Individual Random Testing

Company's random testing program will include the following features:

1. A means of generating random selections using a scientifically valid method (e.g. random number table or computer-based random number generator) matched to a unique personal identifier. The random selection process will preclude company from preselecting company personnel for testing.

2. A random testing rate of at least 50% of the total random pool per calendar year.
3. Company personnel, who have not been tested to the required drug test panel for any test reason in a two-calendar year period, must be selected for an unannounced test before the end of the second calendar year.
4. Selection is the process of randomly choosing individuals from the Random Pool. There must be a minimum of 4 selections per year. Quarterly selections must be reasonably spread throughout the year.
5. All Safety Sensitive personnel must have an equal chance of being selected in each random selection period. All safety sensitive personnel will participate in each random selection period, even if the safety sensitive personnel were selected for testing in a prior period.
6. If company personnel are not in the random pool when a random selection is made, they must complete another pre-enrollment test before being re-admitted to the random pool.
7. Testing is the process of collecting an alcohol and drug testing specimen from an individual. Testing must be evenly dispersed throughout the year and must not be predictable.
8. Specimen collection must occur within 2 hours of notification to the personnel of the need to be tested. Personnel must proceed to testing immediately after being notified of a test requirement. The reason for any delay must be documented.
9. If the person who normally announces tests is a member of the Random Pool, they must have no advance notice of their own test.

e. Individual Reasonable Suspicion Testing

1. Individual reasonable suspicion testing is conducted when there is suspicion of specific company personnel being under the influence.
2. Company will immediately "stand down" the personnel.
3. Alcohol and drug testing specimen collection must be completed as soon as possible after the decision to test. If specimen collection is not completed within 2 hours, the reason for delay must be documented. Customers may request to review reasons for delay and decide if they are acceptable.

f. Post Incident Testing

Retaliation against employees who report accidents is strictly forbidden. Any drug and alcohol testing under this section will be applied in a neutral fashion, to foster a safe

work environment, and only to identify drug/alcohol use in the recent past. Testing under this section will not be undertaken to retaliate against employees for reporting workplace injuries. Immediately following an incident or as soon as possible; company should communicate with the customer and receive confirmation that post-incident drug and/or alcohol testing will be required.

1. If the performance of company personnel contributed to an incident or cannot be completely discounted as contributing factor to the incident, company will immediately "stand down" personnel.
2. Alcohol and drug testing specimen collection must be completed as soon as possible after the decision to test. If specimen collection is not completed within 2 hours, the reason for delay must be documented. Customers may request to review reasons for delay and decide if they are acceptable.
3. For purposes of this part, "incident" includes, but is not limited to, an actual event that caused, or had potential to cause, significant safety, environmental, or property damage incidents such as:
 - a. Medical treatment beyond first aid, or
 - b. Reportable environmental release, or
 - c. Disabling damage to a vehicle, or
 - d. Significant property damage.

Note: customer may define more stringent criteria

g. Group Random Testing

1. Safety sensitive personnel on company and/or customer premises are subject to unannounced random selection for testing by group (e.g. skill/trade, location, vehicle/vessel, or shift) for drugs and alcohol.
2. Company will maintain and generate group random selections using a scientifically valid method (e.g. random number table or computer-based random number generator) matched to a unique group identifier. Appropriate safeguards must be used to ensure that the identity of a safety sensitive group which could be selected cannot be determined until after the safety sensitive group is selected.
3. Each safety sensitive group must participate in each group random selection, even if the safety sensitive group has been previously randomly selected for testing.
 4. Company personnel selected for group random testing can be counted towards the 50% annual random testing rate for safety sensitive personnel.

h. Group Suspicion-based Testing

1. Group suspicion-based testing of safety sensitive and low exposure personnel may be required without notice on company and/or customer premises, based on evidence of prohibited substances or contraband on company and/or customer premises that cannot be identified to a specific individual. Group suspicion-based testing must be limited to the likely affected work group or work area
2. Company will immediately “stand-down” the personnel
3. Alcohol and drug testing specimen collection must be completed as soon as possible after the decision to test. If specimen collection is not completed within 2 hours, the reason for delay must be documented. Customers may request to review reasons for delay and decide if they are acceptable.

8. TESTING OF GOVERNMENT REGULATED POSITIONS

1. Company personnel in positions for which alcohol and/or drug testing is required by regulation will at a minimum be tested according to all aspects of the regulation.
2. In addition to government required testing, customers may require company to perform additional testing in accordance with customer’s testing requirements.

9. TESTING PROTOCOL

a. Drug Testing/ Specimen Collection / Security

1. Company or its agents will follow either US DOT procedures for drug specimen collection or those in the Addendum
2. Details of Collection Kits are described in the Addendum
3. Company will ensure that all drug test specimens requiring laboratory analysis are stored in a secured location, with at least one physical control point restricting no collector access, from the time of collection to the time of pick-up for laboratory shipment.
4. Acceptable drug testing methods and Specimen Validity Testing (STV) requirements are found in the Addendum.

2. Drug Testing using Field Screening Device (FSD)

1. Company may use a customer approved FSD which follows the customers drug test panel, where allowed to be used by local law, as identified in the Addendum. All nonnegative FSD results must be sent to a certified laboratory for confirmation testing.
2. Quality Control Checks – When a FSD is used, company will send 10% FSD specimen, whether negative or non-negative, to the laboratory to confirm FSD accuracy and collector visual reading of results.

3. Custody and Control Form (CCF)

1. A CCF is required for every drug test
2. Alcohol screening test results will be documented on either a CCF or an alcohol testing form. A CCF is required for every blood alcohol confirmation test. For confirmation alcohol tests using a breath alcohol device, result and zero blank printouts must be attached to the CCF or attached to the alcohol testing form.
3. Company or its agents will follow the CCF required elements in the Addendum; however, the DOT CCF must only be used for DOT-required test.

4. Laboratory Certification / Accreditation

1. Drug testing must be done at a laboratory certified and/or accredited by a recognized international, national, or regional organization that address workplace drug testing to a forensic standard.
2. Recognized standards are listed in the Addendum

5. Alcohol and Drug Test Panel and Cutoffs:

1. Company's alcohol and drug program will specify substances and screening and confirmation cutoff levels that comply, at a minimum, with the drug test panel provided in the Addendum.
2. Company will include the full alcohol and drug test panel in all test types, except for government regulated testing requirements.

6. Alcohol Testing and Specimen Security

1. Company or its agents will follow either US DOT procedures for alcohol testing or the process included in the Addendum.
2. An alcohol test is to be done any time a drug test is done.

3. Company will ensure that all alcohol test specimens requiring laboratory analysis are stored in a secured location, with at least one physical control point restricting no collector access, from the time of collection to the time of pick-up for laboratory shipment.
4. Company will use only the test matrices (breath, urine, oral fluid, etc.) specified in the Addendum.

7. Drug Test Review Process by MRO

Company or their agents must as a minimum use this process for review of relevant drug tests results by an MRO.

MRO review is required for:

1. All non-negative laboratory results, including
 - a. Laboratory positive results for drug(s)/drug metabolite(s)
 - b. Adulterated or substituted specimen
 - c. Laboratory invalid result
2. Alleged inability to provide a specimen

MRO review is not required for:

1. Laboratory negative drug test results
2. Laboratory negative dilute results
3. Specimens rejected for testing
4. Fatal flaw
5. Alcohol test results MRO Qualifications:

An MRO must:

1. Be a physician with a license and/or certification to practice medicine, prescribe medications, and diagnose and treat medical conditions.
2. Have a working knowledge of workplace drug testing, drug pharmacology and pharmacokinetics.
3. Have participated in a formal educational program pertinent to workplace drug testing.

10. NON-COMPLIANCE

Company personnel will be found to be in non-compliance if they:

1. Violate any portion of this policy or the customer's policy, or
2. Refuse to cooperate with the searches and tests included in this policy or the customer's policy.

11. COMPANY PERSONNEL DISQUALIFIED FROM PERFORMING SERVICES FOR CUSTOMERS

With respect to company personnel that are disqualified from performing services for customers:

1. Company shall immediately remove the individual from customer property.
2. Company shall immediately notify the customer that the individual is disqualified from performing services.
3. Company will not assign or reassign the disqualified individual to perform services for the customer or in any other facility of the customer in the future.
4. Company will immediately review with customer the nature of the work previously performed by the individual.
5. At customer's request, company shall, at its sole cost and risk, inspect all work in which the individual may have participated and submit a written report to the customer that documents the inspection and any findings and the actions taken to assure all deficiencies have been corrected.

12. RETURN TO SERVICES

Note: Customer may define more stringent criteria in writing.

1. Alcohol Testing
 - a. Following alcohol testing for any test type, company personnel shall immediately "stand-down" if alcohol screening test result is at or over the screening cutoff level, as defined by the test panel in this policy.
 - b. If confirmation test is negative company personnel must not return to services until 8 hours have elapsed.
2. Individual reasonable suspicion and Post incident testing - Customer in its sole discretion will consider company request for company personnel to

return to services only after negative alcohol and drug test results have been documented.

3. Group suspicion-based testing – Customer in its sole discretion may consider company personnel to return to low exposure services while awaiting alcohol and drug test results. Customer in its sole discretion will consider company request for company personnel to return to Safety Sensitive services only after negative alcohol and negative drug test results have been confirmed by company management and communicated to customer.
4. Fitness for Work – After a fitness for work concern is identified, and before company can return personnel to services, company's health professional must evaluate company personnel, clear them to return to work, define restrictions if applicable, and document the conclusion. A fitness for work concern may be identified from such events as:
 - a. MRO review of a laboratory positive test result may lead to a MRO negative determination, but the MRO may identify a fitness for work concern.
 - b. A required medication disclosure by those in safety sensitive positions or the admission of possession or use of a potentially impairing substance by those in low exposure positions.

13. SUBSTANCE ABUSE AWARENESS

Company warrants that company personnel performing work have each been fully informed of the requirements of this policy and customer's policy. Before beginning work on company or customer property, all company personnel will sign a written acknowledgment that they have been so informed and agree to be bound by the requirements. (See Form QH-151)

14. APPLICABLE LAWS

Local laws and regulations take precedence over this Policy. Local laws and regulations may require a more stringent or less stringent approach and may limit certain components of this Policy.

15. SUPERVISOR TRAINING

Company shall provide training/education to company supervisors. The list, at a minimum, should consist of:

1. Recognition of performance indicators of probable drug and/or alcohol use
2. Effects and consequences of drug and/or alcohol use to personal health, safety, and the workplace
3. Random testing notification process
4. Post-incident testing process
5. Stand-down process
6. Disqualified individual processes, which includes flagging those individuals to ensure they won't be sent back to work for a customer.

** Records of trained individuals (including name and date) must be maintained by the company and available to customers upon request.

16. AUDIT

- a) Company shall keep records required by this policy available for inspection by customers and its authorized agents, assigns, and representatives.
- b) Company will retain documents that support compliance with customer requirements for current calendar year plus the previous three calendar years. Company will ensure that its subcontractors comply with the requirements of customers and provide documentation that support compliance when required.
 - i) Such records to be retained are detailed in Addendum:
- c) At their discretion, customers (or its authorized agents, assigns, and representatives) may perform unannounced audits of the company's alcohol and drug program to verify that the company's policy and its enforcement comply with their guidelines.

1. SUPERVISOR TRAINING

Managers and supervisors must be adequately trained in the topics listed below to ensure they effectively communicate and implement the Drug, Alcohol and Contraband Program.

- Requirements contained in the Program
- Procedures for implementing the Program
- Random testing notification

- Post incident testing
- Reasonable suspicion that an employee is under the influence of drugs or alcohol, Stand down and disqualified personnel requirements.

Training on the recognition of performance indicators of probable drug and/or alcohol use and on its effects and consequences to personal health, safety and the workplace shall be included. Records of individuals trained (including name and date) will be maintained by the company and available to customers upon request.

(See FORM QH-152: Supervisor Drug and/or Alcohol Checklist)

2. EMPLOYEE EDUCATION

To communicate the Drug and Alcohol Testing program to employees a list of education topics might be, but not limited to:

- Requirements contained within this Drug, Alcohol and Contraband Program
- Types and effects of drugs, including prescription and over-the-counter medication, and alcohol on employees and the ability to perform their work safely.
- Ways to assess whether employees may have drug and alcohol dependency problems or may be under the influence of drugs or alcohol.
- Requirement for Company personnel to notify company that they will be in possession of, or using, potentially impairing medication(s).
- Disciplinary actions for employees failing to comply with the Drug, Alcohol and Contraband Program.

17. ADDENDUM

This Addendum supplements the Drug, Alcohol and Contraband Policy.

1. Definitions used in this Addendum

- B. *Alcohol Test Results* - Alcohol test results shall be reported as Blood-Alcohol Content (BAC) or its equivalent. All references in this addendum to blood Alcohol test results are expressed on this basis.
- C. *Alcohol Testing Technician* - An Alcohol Testing Technician is a person who is responsible for performing an Alcohol screening and/or confirmation test using the approved alcohol test methods.
- D. *Direct Observation* - a urine collection during which the monitor directly observes the donor urinate into the collection container.
- E. *First Aid* - Link to the full list of First Aid treatments as defined by U.S. OSHA - https://www.osha.gov/recordkeeping/firstaid_list.pdf.
- F. *Limit of Detection (LOD)* - The lowest concentration at which an analyte (e.g., a drug/metabolite or adulterant) can be definitively identified, but the concentration cannot be accurately calculated (for quantitative assays).
- G. *Monitored Collection* - a urine collection during which monitor must be in visual contact with donor as permitted by local culture and regulations but does not watch urine go from donor body into the collection container. Monitor must:
 - 1) Be the same gender (unless monitor is medical professional).
 - 2) Remains just outside the toilet enclosure, but the toilet enclosure must remain ajar for the monitor to maintain visual contact with donor.
 - 3) Listens for sounds indicating the specimen is directly from donor.
 - 4) Listens for any sounds indicating an attempt to tamper with the specimen.

2. Position Categories and Testing Requirements

A. Guidance on Safety Sensitive Categorization

Safety Sensitive positions include as a minimum:

- i. Positions which require the exercise of independent action and can result in direct and immediate irreversible effects. That is:
 - 1) An individual's action is taken independently and not subject to review, modification, or control by another person, a supervisor, or a system, and/or

- 2) An individual's action is not subjected to checks and balances which could or would override or change the individual's action, and/or
- 3) There is little if any time- delay between an individual's action and the resulting effect such that others cannot reasonably intervene to override or change the action.

OR

- ii. An activity recognized in the industry for incidents and near misses with potential for fatality or serious injury, or event that could substantially and adversely impacts on the environment, Company and/or Customer assets, or the community.

3. Testing of Government Regulated Positions

Some countries may require government regulatory testing:

United States

In addition to government required testing (DOT), Company Personnel working U.S. government regulated positions and also classified as Safety Sensitive, as defined by Customers, will be Alcohol and Drug tested for all test types and to the test panel as defined in the Policy and Addendum.

Other Countries

Company Personnel in government regulated positions, as required by local laws, and in Safety Sensitive positions only have to comply with the random testing program defined by the regulations and are not required to comply with the Customer random testing program. However, if the regulatory testing program does not include a random testing component, the Company will comply with the Customers random testing program for their Personnel also in SS positions, as allowed by local laws.

4. Alcohol Testing and Specimen Security

a. *Approved Alcohol Test Methods*

Alcohol Screening Test shall be performed by either breath or oral fluid. Alcohol Confirmation Test shall be performed by either breath (EBT) or blood. b. *Specifications for Alcohol Testing Devices*

- i. Alcohol Screening Test Devices must be:
 1. Listed on the U.S. National Highway Traffic Safety Administration Conforming Products List of Alcohol screening devices (ASD), or

2. Certified by the U.S. Food and Drug Administration with a minimum Cutoff of 0.020 g/dL or
3. European CE marked, with a minimum Cutoff of 0.020 g/dL or
4. Any device that is approved for confirmation breath testing can be used for screening breath testing.

c. *Alcohol Confirmation Breath Testing Device:*

Must be approved by:

- a. Listed on U.S. National Highway Traffic Safety Administration Conforming Products List for Evidential Breath Testing Devices; or
- b. European Norm EN 15964; or
- c. UK Home Office for Breath Alcohol Screening Devices; or
- d. Canadian Alcohol Test Committee Approved Screening Devices.
 1. Must provide a printed test result.
 2. Must assign a unique number to each test.
 3. Must print the instrument name, the serial number, and time of the test on the printout.
 4. Must perform and pass a blank test prior to all subject tests.

d. *Alcohol Testing Technicians*

Only an Alcohol Testing Technician or Collector that meets the requirements of this section can perform Alcohol testing.

An Alcohol Testing Technician or Collector is not required to be a medical professional unless required by local law.

An Alcohol Testing Technician or Collector must be trained according to manufacturer's instruction on any devices used.

An Alcohol Testing Technician or Collector must maintain documentation of training and demonstrated competency.

For confirmation Alcohol blood collections, a Collector must be a trained phlebotomist or healthcare professional and trained in the completion of a CCF.

e. *Alcohol Procedures*

An Alcohol Testing Technician or Collector must:

- i. If saliva testing is used, allow the Company personnel to select one (1) of three (3) saliva test screening devices.
- ii. If breath disposable screening device is used, allow the Company personnel to select one (1) of three (3) breath test screening devices.

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- iii. If breath testing instrument (EBT) is used, allow Company personnel to select one (1) of three (3) mouth pieces.
 - iv. Document all tests on CCF or Alcohol testing form.
 - v. Sign the test result.
 - vi. Have the Company personnel sign the test result?
 - vii. Provide a copy to the Company personnel.
 - viii. Provide a copy to the Company.
 - ix. For breath alcohol testing devices, conduct and document accuracy check at least once per calendar month.
 - x. Visually examine the device before conducting the test.
 - xi. Perform the Screening Test according to manufacturer instructions.
 - xii. If the Screening Test result is negative < 0.02 g/dL (0.02%) by breath or oral fluid, document the result on either an Alcohol testing form or a CCF and conclude testing.
 - xiii. If the Screening Test is ≥ 0.02 g/dL (0.02%) by breath or oral fluid, a Confirmation Test is required.
 - xiv. Wait 15 minutes but no longer than 30 minutes before conducting the Confirmation Test, not allowing the Company personnel to eat, drink, smoke, chew, or put anything in his/her mouth. If the time between the Screening and Confirmation Test is greater than 30 minutes, document the reason for the delay.
 - xv. If the Alcohol Confirmation Test is by breath, perform the Confirmation Test according to manufacturer instructions.
 1. If the Confirmation Test result is Negative (*i.e.*, < 0.02 g/dL (0.02%) in breath (or equivalent)), attach the printed results to either the Alcohol testing form or a drug test CCF and conclude testing.
 2. If the Confirmation Test result is ≥ 0.02 g/dL (0.02%) in breath (or equivalent)), attach the printed results to either the Alcohol testing form or a drug test CCF and immediately inform the Company site supervisor.
 - xvi. If the Confirmation Test is by conducted using a blood specimen:
 - a. Use a Blood Collection Tube for a specimen container.
 - b. Clean skin with non-Alcohol disinfectant.
 - c. Draw blood with a clean (Alcohol-free) needle or syringe.
 - d. Add sample to blood tube via needle. Do not remove stoppers.
 - e. Slowly invert the tubes completely at least five times to insure proper mixing of the anticoagulants. Do not shake vigorously.

- f. Complete a CCF for the blood specimen. Prepare the specimen for shipment to the laboratory, noting site where blood was drawn and time and date of collection.
- g. Prepare the specimen for shipment to the laboratory and distribute the documentation.
- h. Vials must be sealed with tamper evident labels. If the CCF does not have an integrated specimen seal (*i.e.*, tamper-evident tape) printed with the same unique specimen identifier on the form and seal, a separate secure seal for each specimen container that is capable of uniquely identifying and linking the specimen with the form. (See CCF Elements).
- i. Packaging materials that satisfy current applicable courier and customs regulations.

f. Company Notification

The Alcohol Testing Technician or Collector must notify the DER or Company site supervisor when there is:

- i. Positive Alcohol screen and/or Confirmation Test result.
- ii. Refusal to test.
- iii. Uncooperative or belligerent behavior by Company personnel.
- iv. Failure to complete the collection process.
- v. Company personnel who admits to Alcohol abuse.
- vi. Unusual circumstance.

5. Approved Alcohol and Drug Test Matrices (*not applicable for government regulated testing*)

Test Matrix	Screening Test	Confirmation Test
	Alcohol	
Blood	Not Approved	Approved
Breath	Approved	Approved (EBT)
Oral Fluid	Approved	Not approved
Urine	Not approved	Not approved
	Drug	
Blood	Not Approved	Not Approved

Hair	Not Approved	Not Approved
Oral Fluid	Not Approved	Not Approved
Urine	Approved	Approved

6. Drug Specimen Collection / Security

a. Collectors

Collectors must meet the requirements of this section.

A Collector is not required to be a medical professional unless required by local law.

A Collector must be trained in all steps necessary to complete a collection correctly and the proper completion and transmission of the CCF, including:

1. The steps to complete the CCF.
2. Collection procedure and urine collection kit.
3. Instructions for unusual collections (e.g., shy bladder).
4. Collection site preparation.
5. Company personnel Identification.
6. Fatal Flaw.
7. Company personnel Privacy.
8. Reading of FSD test results.
9. Color blindness test (for colorimetric field testing).
10. Specimen handling and storage.
11. Packaging of specimens to be shipped to the laboratory.
12. Manufacturer instructions for FSD

A Collector must maintain documentation of training and demonstrated competency.

b. Collection Site

For urine collections, the collection site should be a private area with toilet facilities. In the event a private facility is not available, the Collector should perform the urine collection in the area that will provide the Company personnel as much privacy as practicable. The toilet facilities shall be free of all possible additives and adulterants (e.g., running water, soap, and cleaning agents).

c. Collection Kits for Laboratory Testing

1. Blood Alcohol collection kit.

- a. A gray top blood collection tube containing Sodium Fluoride preservative and anticoagulant (e.g., 10ml tube containing 25mg sodium fluoride and 20mg potassium oxalate).
- b. Single-use needle or butterfly.
2. Urine drug collection kit.
 - a. Collection cup for laboratory-based testing with integral temperature measurement or POCT device with integral temperature and validity measurements (pH, oxidants, and creatinine).
3. Specimen container (if collection cup is not designed to be used for specimen transport).
- d. **Collection Procedure** A Collector must:
 1. Conduct only one Company personnel collection at one time and complete the collection before beginning another collection. For FSD testing, complete the entire collection process from test collection through interpreting and recording the results before beginning a collection of another Company personnel.
 2. Conduct the Alcohol testing before collecting the specimen for drug testing.
 3. Verify the Company personnel's identity by viewing original photo identification (*i.e.*, government or Company-issued photo identification). If photo identification is not available, the Company's policy pertaining to additional methods of verifying Company personnel identity applies. If the Company personnel cannot be positively identified, stop the collection process and notify the DCR.
 4. Briefly explain the collection process to the Company personnel, including the collection steps, the tamper-evident seal application, the certification procedure, and, for FSD testing, the requirement for laboratory confirmation for non-Negative specimens.
 5. Allow the Company personnel to select one from at least three collection kits.
 6. Follow the specific device, laboratory, or Company instructions for the collection, including completion of the CCF.
 7. Ensure that sufficient quantity of specimen has been collected to allow re-analysis. Mitigate any opportunity to substitute, dilute or adulterate the specimen.
 8. For FSD testing, record the result on the CCF, and in event of a non-Negative result, immediately notify the site supervisor.
 9. For Direct Observation Urine Collections, if allowed by local law and custom, collect a second specimen (using a new CCF), and send both specimens to the laboratory, when:

- a. The urine specimen temperature is out of range.
- b. The urine specimen validity measures are outside the normal range (e.g., oxidants, creatinine, pH).
- c. The physical appearance of the specimen indicates possible tampering (e.g., unusual color or odor).
- d. The Collector observes suspicious behavior by Company personnel.
- e. Direct Observation Urine Collections will be conducted when directed by the DCR or the MRO.
- f. If Direct Observation Urine Collections are not allowed by local law or custom, conduct a Monitored collection.

The monitor does not watch the Company personnel urinate into the collection container. If the monitor hears sounds or makes other observations indicating an attempt to tamper with a specimen, this should be considered a refusal to test and observations and collection complete notes should be included in the remarks section of the CCF.

10. If the CCF does not have an integrated specimen seal (*i.e.*, tamper-evident tape) printed with the same unique specimen identifier on the form and seal, a separate secure seal for each specimen container that is capable of uniquely identifying and linking the specimen with the form. (See CCF Elements).
11. After collection, prepare the specimen for shipment to the laboratory using packaging materials that satisfy current applicable courier and customs regulations, except for FSD specimens that are Negative, and distribute the documentation.

e. **Company Notification**

The Collector must notify the DCR or Company site supervisor when there is:

- a. Non-Negative FSD result.
- b. Refusal to test.
- c. Uncooperative or belligerent behavior by Company personnel.
- d. Failure to complete the collection process.
- e. Company personnel who admits to drug use.
- f. Unusual circumstance.

7. **Custody and Control Form (CCF)**

- a. *Required Elements for CCF*

Secure seal for each specimen container, with the same specimen identifier as the CCF. The unique identification number should preferably be in both human readable and barcode format on both the CCF and seal.

1. Identification of the Company personnel (by name or code).
2. Confirm identity of Company personnel.
3. Confirmation of specimen integrity (will vary according to the type of specimen being collected).
4. Medication will be listed on the CCF in the remarks section only if required by local law.
5. Date and time of specimen collection.
6. Signature of specimen Collector.
7. Name of testing laboratory.
8. Names and signatures of all Company personnel who had custody of the specimen during the collection process.
9. Name and contact information of the MRO.
10. If an Alcohol screening or Confirmation Test is performed with a drug test, the Alcohol result may be documented on the CCF. One option is to record the Alcohol results on the drug CCF with an indication of device manufacturer / model type and lot number used.
11. FSD results, if applicable, must be recorded on the CCF as either Negative or non-Negative with identification of the device and lot number used.
12. CCF should be labeled "Private" if required by local law.
13. Paper CCF must be at least 4-part carbonless form, with one copy for each of:
 - a) Collector
 - b) Donor
 - c) Lab
 - d) MRO

8. Laboratory Certification / Accreditation Regional Laboratory Requirements

1. *North America:* A laboratory must be accredited to either: College of American Pathologists Forensic Drug Testing (CAP-FDT) (all specimen types) or National Laboratory Certification Program (NLCP) (for urine testing laboratories).

2. *Australia / New Zealand:* A laboratory must be accredited to AS/NZS 4308.

9. Drug Testing Requirements

Screening Test must be performed using an appropriate and validated technique.

Positive Screening Test must be confirmed using a laboratory chromatographic technique in combination with mass spectrometry.

a. Regional Drug Testing Requirements

United States: FDA 510(k) clearance of device required for the testing of specimens.

- b. *European Union:* CE-marked assays and/or devices are required for the testing of specimens.

- c. Drug testing must be done at a laboratory that is certified and/or accredited by a recognized international, national or regional organization that addresses workplace drug testing to a forensic standard. Recognized standards include current versions of:

1. AS/NZS 4308 (Urine).
2. U.S. SAMHSA current Guidelines for federal workplace testing (Urine and oral fluid).
3. College of American Pathologists, Forensic Drug Testing Accreditation (CAP-FDT).
4. Accredited to the ISO/IEC 17025 standard by a forensic organization such as FQS Forensic Quality Services - International (FQS-I), or UKAS (*United Kingdom Accreditation Service*).
5. Accredited to the ISO/IEC 17025 or ISO 15189 standard and maintains in possession a certified letter from the laboratory director stating that it meets and will maintain compliance with the following criteria:
 - a. Two independent analytic methods are used for determining a Positive result:
 - A screening process, usually an Immunoassay screen, on one portion of the original specimen; and
 - A confirmatory test, usually Gas or Liquid Chromatography in combination with Mass Spectrometry on a different portion of the original specimen.

- b. Specimen validity testing is performed that is appropriate to the specific specimen tested, including reliably identifying specimens that are adulterated or substituted.
- c. Chain of custody procedures (including both specimens and aliquots) are utilized throughout laboratory.
- d. The testing methodology reliably discriminates between specimens that contain drug(s) at or above the specified Cutoff levels of the required drug test panel and those that do not.
- e. Quality control procedures, include:
 - Internal open/blind controls.
 - External open proficiency testing (PT) program.
 - External blind proficiency testing program.
- f. Personnel qualifications are documented, and competency assessment is performed annually.
- g. Laboratory safety procedures are implemented to protect the health and safety of laboratory personnel and visitors.
- h. Quality improvement and quality management are an integral part of laboratory operations.

DRUG CLASS			SYNTHETIC CANNABINOIDS		
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- i. Document control procedures are implemented.
- j. Records and specimen management procedures are implemented.
- k. Method validation and verification is performed, and records maintained.
- l. Internal and external facility and on-site inspections/audit occur at least once every two years and records are available for review.
- m. Security of specimen, records, and testing area/facility is maintained.

10. Specimen Validity Testing (SVT)

- a. Urine - The following validity tests must be performed and reported on every urine specimen:
 - ph.
 - Oxidizing Adulterants (e.g., nitrites, chromium VI).

- Creatinine.
- Specific gravity when the creatinine is <20 mg/dL or 2.0 mmol/L (depending on the standard the chosen laboratory uses).

In order to report a urine specimen as dilute, invalid, adulterated, substituted or as having failed specimen integrity, confirmatory testing on a second aliquot must be performed utilizing a well-recognized technology as indicated below:

- pH – pH meter.
 - Oxidizing Adulterant – ion-chromatography or ICP-MS (as applicable).
 - Creatinine – colorimetric/spectrophotometry □ Specific gravity:
 - 1) Dilute – 3-place (preferably, 4-place, with printout) digital refractometer.
 - 2) Substituted – 4-place digital refractometer with printout.
 - 3) Invalid – spectrophotometry.
- b. Blood Testing (for Alcohol confirmation) - Laboratories will test blood specimens for ethanol (Alcohol) using a validated gas chromatographic confirmation method with a Cutoff of 0.020 g/dL or lower.

11. Drug Testing using Field Screening Device (FSD)

FSD is also referred to as Point of Collection Testing device or POCT.

Where allowed to be used by local law, Company may choose to use a Customer approved Quest Diagnostics' Drug "Express Results Integrated Multi-Drug Screen Cup" for all test types (i.e., pre-enrolment, random, Reasonable Suspicion, Post Incident, Group Suspicion-based test.).

Non-Negative results must be forwarded immediately to a laboratory meeting the qualifications stated in this exhibit for confirmation of the FSD result.

Company must send 10% of FSD specimen, whether Negative or non-Negative, to the laboratory to confirm FSD accuracy and Collector visual reading of results.

The approved FSD may be purchased from Quest Diagnostics at Customer (ExxonMobil) contracted rates. Company may contact the Customer (ExxonMobil) Account Representative at Quest to order FSD at:

Phone number: +1-610-454-4750

U.S. Toll free phone number: 855-470-4677

E-mail address: ExxonMobilSetup@questdiagnostics.com

Website: www.employer-solutions-resources.com/exxon

12. Alcohol and Drug Test Panel and Cutoffs

			* (US only)		
*Drugs tested			PARENT COMPOUND		
	Screening ng/ml	Confirmation ng/ml		Screening ng/ml	Confirmation ng/ml
AMPHETAMINES	500		JWH-018/AM-2201	0.2	0.2
*AMPHETAMINE		250	JWH-073	0.2	0.2
*METHAMPHETAMINE		250	UR-144/XLR-11	0.5	0.5
*MDMA		250	AKB-48-(APINACA)	2.5	2.5
*MDA		250	BB-22	5	5
*MDEA		250	PB-22-(CUPIC)	5	5
BARBITURATES	300		5-FLUORO-PB-22-(5F-PB-22)	5	5
* AMOBARBITAL		200	AB-FUBINACA	2.5	2.5
* BUTALBITAL		200	ADB-PINACA	5	5
*PENTOBARBITAL		200	AB CHMINACA	2.5	2.5
*PHENOBARBITAL		200	AB PINACA/5-F-ABPINACA	5	5
*SECOBARBITAL		200	ADBICA	5	5
BENZODIAZEPINES	300				
*ALPRAZOLAM METAOLITES		100			
*NORDIAZEPAM		100			
*OXAZEPAM		100			
*TEMAZEPAM		100			

* FLURAZEPAM METABOLITES		100			
* LORAZEPAM		100			
*TRIAZOLAM METABOLITES		100			
COCAINE METABOLITES	150				
*BENZOYLECGONINE		100			
MARIJUANA METABOLITES	20				
* THCA (11-nor delta- 9THCA)		10			
METHADONE	300	200			
OPIATES	300				
*CODEINE		100			
*MORPHINE		100			
*HYDROCODONE		100			
*HYDROMORPHONE		100			
*6-ACETYLMORPHINE (6- AM)	10	10			
OXYCODONES	100				
* OXYCODONE		100			
*OXYMORPHONE		100			

13. Drug Test Review Process by MRO

a. Review Process

For Non-Negative results, the process must include:

1. Authenticating the identity of Company personnel.
2. Reviewing the external chain of custody for Fatal Flaw.
3. Reviewing the confirmed laboratory test result.
4. The opportunity for Company personnel to speak to the MRO.

5. The opportunity when deemed appropriate by the MRO for the Company personnel to request re-analysis of the original specimen.

If, after five calendar days after receipt of the laboratory report, no contact with the Company personnel has been made, the MRO will report the result to the DCR. MRO staff members or assistants who are not physicians may assist the MRO Review process.

b. MRO Review

MRO actions based on review of Non-Negative confirmed laboratory results are as follows:

1. For a Fatal Flaw, cancel the test and inform the DCR to order a new collection.
2. For a confirmed laboratory Positive result, for an over the counter medication, verify the result as Positive unless the Company personnel presents a legitimate medical explanation for the presence of the drug/metabolite in his/her specimen. (See Exhibit Section 7 - Medication Disclosure).
3. For a confirmed laboratory Positive result for a Prescription Drug, verify the result as MRO Positive unless Company personnel presents a legitimate prescription for the presence of the drug/metabolite in the specimen.
4. If during the MRO Review process, concerns about fitness for duty are found, from either medical condition or use of potentially impairing medications, inform the DCR to order a medical examination and a have fitness for duty assessment performed. Company personnel must Stand Down from Covered Services pending resolution of MRO Fitness for Duty concern.
5. For a confirmed laboratory Positive result of marijuana, for an alleged medical marijuana use or exposure (e.g., second-hand / passive inhalation), but not due to a legitimate prescription (e.g., Marino, Dronabinol, Sativex), verify the result as Positive but offer to report the alleged legitimate use of marijuana to the DCR.
6. For a confirmed laboratory adulterated or substituted result, verify the result as a refusal to test because of adulteration or substitution unless Company personnel present a legitimate explanation for the presence of the adulterant or substitution in his/her specimen.
7. For a confirmed laboratory adulterated or substituted result, cancel the test if the Company personnel presents a legitimate explanation for the presence of the adulterant in his/her specimen. If allowed under local law

and custom, inform the DCR to order a new collection under Direct Observation or Closely Monitored.

8. For a laboratory invalid result, cancel the test. If allowed under local law and custom, inform the DCR to order a new collection under Direct Observation or Closely Monitored.
9. If a valid urine specimen cannot be produced due to legitimate medical reasons determined by a specialist (see 1. below), inform the DCR to order a new drug test using an alternative specimen type, if allowed by Buyer's approved alcohol and drug test matrices in section above. In the absence of a legitimate medical reason, record the result as Refusal to Test.
10. If Company personnel request re-analysis of the specimen, the MRO will arrange for re-analysis at Limit of Detection (LOD) at a laboratory in compliance with this Guideline. If there is insufficient specimen for re-analysis, contact the DCR for instruction.

MRO actions for an alleged inability to provide a specimen:

1. Confidentially inform the DCR of the alleged inability of Company personnel to provide a specimen and direct the DCR to order a specialist medical examination of the Company personnel.
2. All communications with the DCR must be kept confidential.

c. Review Process for Drug Tests not requiring MRO Review

The Review process for laboratory drug test results not requiring MRO review are:

1. Review the external chain of custody for completeness.
2. Review laboratory result.
 - a. For a laboratory Negative result, report as Negative, and no further action is required.
 - b. For all laboratory Negative-dilute results, report as Negative and no further action is required.
 - c. For specimens Rejected for Testing or Fatal Flaw, order a new collection.

14. Monitoring and Review – KPI's

Parameter	Target / Notes
-----------	----------------

Random Percentage (%) testing rate (number of random tests performed divided by the actual number of Company personnel in the Random Pool on selection day)	Example for quarterly cumulative expectations: 1Q – 12.5% 2Q – 25% 3Q – 37.5% 4Q – 50%
Are 10% of drug Field Screening Devices being sent to laboratory for results validation?	Should be yes (for Company using FSD)
Number of Company personnel in Random Pool who have not been tested in last 2 calendar years	Should be zero
Number of the following YTD on Covered Services: i. Reasonable Suspicion tests ii. Post Incident tests iii. Group Suspicion-based tests iv. Contraband inspections	Be prepared to discuss action taken following Positive tests and contraband discoveries.

Additionally, Customers may request, data for overall positivity rate and positivity rate by test type (random, post-incident, reasonable-suspicion, unannounced group) and specific drugs for testing conducted to satisfy recommendations of their guideline. This data must be provided within 15 business days from the date of the request.

15. Records to be Retained

- a. The following documentation is to be retained by Company, or accessible on request by Customer and its authorized agents, assigns, and representatives.
 1. Designated Company Representative contact information.
 2. Electronic or hard-copy record of Company supervisors' training in:
 - Random testing notification
 - Post Incident testing
 - Reasonable Suspicion testing
 - Stand Down procedures
 3. TPA contact information (if used)
 4. MRO(s) name and contact information
 5. List of collection sites

6. Records of personnel training and demonstrated competency in drug specimen collection and use of Field Screen Device (FSD) and Evidential Breathalyzer Tester (EBT). (Must be retained by the Company's Collector.)
7. Laboratory contact information for all testing labs utilized, as well as laboratory certifications, and drug test panel details.
8. Agreement from any service provider of drug/Alcohol testing services under this agreement that they will provide the requested data upon submission by Buyer of a list, or lists, of personnel names (or unique ID numbers if names are not allowed per country regulation), chain-of-custody ID numbers and test dates.
9. Actual number of Safety Sensitive Company personnel on Covered Services on each selection day and the number of random tests and the random testing percentage rate achieved each quarter (to be available quarterly).
10. A list of all Company personnel in Random Pool (personnel names or unique identification numbers).
11. List of all personnel names (or identification numbers (ID) if names are not allowed per country regulation) randomly selected on each random selection day.
12. Records to demonstrate that all SS Company personnel in Random Pool had been tested at least once in last 2 calendar year period.
Note: If Company personnel have not been tested at least once in the 2 calendar years Company must provide reason for non-test (e.g., Disqualification, permanently reassigned off Covered Services, contract element completed, resigned, retired, etc.).
13. Dates of each of the following on Covered Services:
 - a. Reasonable Suspicion tests
 - b. Post Incident tests
 - c. Group Suspicion-based tests
 - d. Contraband inspections
 - e. Accuracy check log, calibration records, and manufacturer's certification for EBT. (Must be retained by the Company's Collector.)
14. Records of results of laboratory confirmation of FSD result (Positive, Negative, or invalid specimen).
15. Buyer may request data for overall positivity rate, positivity rate by test type, and positivity rate by specific drug.

16. Records to demonstrate periodic check of subcontractors to ensure their compliance with the requirements of this Exhibit.
17. Records of drug and alcohol test results, by names (or unique ID's if names are not allowed per country regulation), to verify compliance for all test types.
Note: All requests for drug and alcohol testing data require the following information:
 - a. CCF (physical or electronic).
 - b. Test results: laboratory report, EBT printout, Negative alcohol screen documentation, Drug FSD CCF, if used.
 - c. Any associated Attachment 2 submitted to Buyer.
18. Written procedure for ensuring Company personnel who are disqualified from Covered Services continue to be excluded from Covered Services at any location.

REVISION SUMMARY

Revision	Date [§]	Approved by	Summary of change
1	31 Jul 2021	Sean Hill	Initial release of document
2	9 Nov 2021		Addition to Safety Sensitive Positions
3	13 Jul 2022	Kurt Busuttill	Updated Safety Sensitive Positions List Updated Document Format

[§]Change the Revision No. and Date in Header of the document each time the new revision is rolled out.

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1 INTRODUCTION

The purpose of this procedure is to provide controls that will protect people, property and assets whereby should an undesired event occur GYSBI can account for all people on the Shore Base.

2 PROCEDURE DETAILS

Annex – Vehicular access plot 4

A. GYSBI's – (Guyana Shore Base Inc.) & On-site Contractors/Tenants

1. All vehicles requiring entrance must stop before the cones placed at the entrance of plot 4. Security removes cone and vehicle enters the security checkpoint or buffer zone.
2. Upon entering the buffer zone, personnel are required to have their GYSBI Electronic Access badges (issued to all GYSBI employees and tenants). Personnel are not to take their vehicles to work zones.
3. Vehicles are then logged by security personnel and subjected to a search. All hand carry luggage, bags, backpacks, and vehicles will be searched by Security.
4. The search of vehicles includes but is not limited to the following
 - a. **Trunk & Trunk Pockets**
 - b. **Glove compartment,**
 - c. **Door pockets**
5. The driver shall facilitate the search by opening doors and all compartments of vehicle.
6. Passengers are required exit the vehicle and access the base via the pedestrian walkway.
7. Driver disembarks the vehicle to swipe in and returns to the vehicle.

8. Vehicle will then proceed to designated parking area and will reverse park.

Visitors

A visitor shall be defined as personnel entering the Annex for a short-term period and not permanently stationed at the Annex.

1. Visitors who arrive for official business within the facility are only allowed to enter if they are on a pre-registered list. The pre-registered list is generated from the preparation of a visitor registration form.
2. Visitors not on a pre-registered list will not be allowed to enter the facility, until the person they are visiting advises Security and requests approval for their entry and comes to security to collect them.
3. All Visitors are required to SIGN IN on the "Visitor List" by providing identification for verification at Main Gate. Name will be recorded by security personnel for legibility purpose.
4. Visitors will be subjected to guidelines in Section A. regarding entry protocols.

Annex – Vehicular access plot 7

1. All vehicles requiring entrance must stop before the gate at the entrance of plot 7. Security opens gate and vehicle enters the security checkpoint or buffer zone.
2. Upon entering the buffer zone, personnel are required to have their GYSBI Electronic Access badges (issued to all GYSBI employees and tenants). Personnel are not to take their vehicles to work zones.
3. Vehicles are then logged by security personnel and subjected to a search. All hand carry luggage, bags, backpacks, and vehicles will be searched by Security.

4. The search of vehicles includes but is not limited to the following
 - a. **Trunk & Trunk Pockets**
 - b. **Glove compartment,**
 - c. **Door pockets**
5. The driver shall facilitate the search by opening doors, trunk and all compartments of vehicle.
6. Passengers are required exit the vehicle and access the base via the pedestrian walkway.
7. Security will then log all personnel and vehicles accessing plot 7
8. Vehicle will then proceed to designated parking area.

General Guidelines when entering Annex

1. Personnel should be observant of all posted work areas, safety cones, cordoned areas, caution tape barriers and adhere to directions from authorized facility staff when requested.
2. Personnel should proceed directly to their designated site without deviation. Under no circumstances will any Personnel be allowed into unauthorized areas of facility.
3. Anyone found to be in unauthorized areas will be escorted from facility with future access permanently prohibited.
4. Everyone entering the operational facility must have minimum PPE (Hard Hat, Safety Eye Wear, Hi-Vis Reflective Vest, Safety Toed Footwear). No PPE means no entry.
5. PPE Exceptions - Exxon employees and their visitors who have PPE in the ExxonMobil office may drive directly to the parking lot to retrieve their PPE.

GYSBI reserves the right to deny entry to this facility, and permanently prohibit future access to anyone found breaching GYSBI rules.

Annex – Pedestrian access

A. Shore base Personnel – Guyana Shore Base Inc. & On-site

Contractors/Tenants

1. Personnel are to prominently display their GYSBI Electronic Access badges upon entering the plot 4 main entrance or plot 7's entrance.
2. All bags and backpacks / baggage will be searched by plot 4 and 7 security. Personnel will facilitate this by opening all compartments for security to inspect.
3. Security will log all personnel entering plot 7
4. Personnel entering via plot 4 will then proceed to swipe at the main security container at plot 4 and proceed along the walkway to their destination.

B. Visitors

1. Visitors who arrive for official business within the facility are only allowed to enter if they are on a pre-registered list approved by the Security Manager or delegated officer. The pre-registered list is generated from the preparation of a visitor registration form. The Pre-registered list will assign a numbered Visitor Access badge and vehicle pass. Access badges will be color coded to indicate areas the visitor is permitted.
2. Visitors who do not have their names on a pre-registered list will not be allowed to enter the facility, until the person they are visiting advises Main Gate Security and requests approval for their entry and comes to security

to collect them. Approval will be given by the Security Manager or delegated officer.

3. All Visitors are required to SIGN IN and OUT on the "Visitor List" at Main Gate Security.
4. Visitors will be subjected to guidelines in Section C. 1-4.

Annex Plots 4 & 7 Exit Procedure - Visitors

A. VEHICLES & PEDESTRIAN

1. Pedestrian visitors will proceed to indicate to security that they are exiting facility and security will record exit time.
2. Personnel will facilitate searches of any baggage on their person by opening all compartments to allow for security to inspect.
3. Passengers will proceed along the pedestrian walkway and proceed to exit facility.
4. Vehicles arrive at the cone barrier / gate security raises the barrier. Once the barrier is fully upright, the vehicle enters the buffer area.
5. Driver swipes out at card reader.
6. Vehicle is then subjected to a security check. The search of vehicles includes but is not limited to the trunk and glove compartment and may also include vehicle under carriage searches with the use of an under-carriage mirror. The driver will facilitate the search by opening doors and compartments.
7. Visitors must return GYSBI Access badges and vehicle passes to receive their lodged photograph identification. All Visitors are required to SIGN OUT on the "Visitor List" at Main Gate Security.
8. Vehicles and pedestrians are given all clear to exit. Driver returns to the vehicle.
9. Security officer then signals to have the second exit barrier opened for the driver to proceed out of the area.

3 ENFORCEMENT

Failure to comply with all points in this procedure may lead to denial of access into the GYSBI's Annex facility.

Removing Items from the facility

- A. Nobody is permitted to take anything from the facility unless accompanied by a Material Dispatch Form (See attached below for example of form) with authorized signature.
- B. Company owned Material being transferred out of facility will require a Company Material Dispatch Form detailing items for removal with respective Supervisor authorization.
- C. List of authorized signatories are to be provided to security for use in verification of approved Material Dispatch Forms.

4 APPENDIX I: VEHICULAR ACCESS ANNEX PLOT 7 (VISITORS / GYSBI EMPLOYEES / TENANTS / CONTRACTORS)



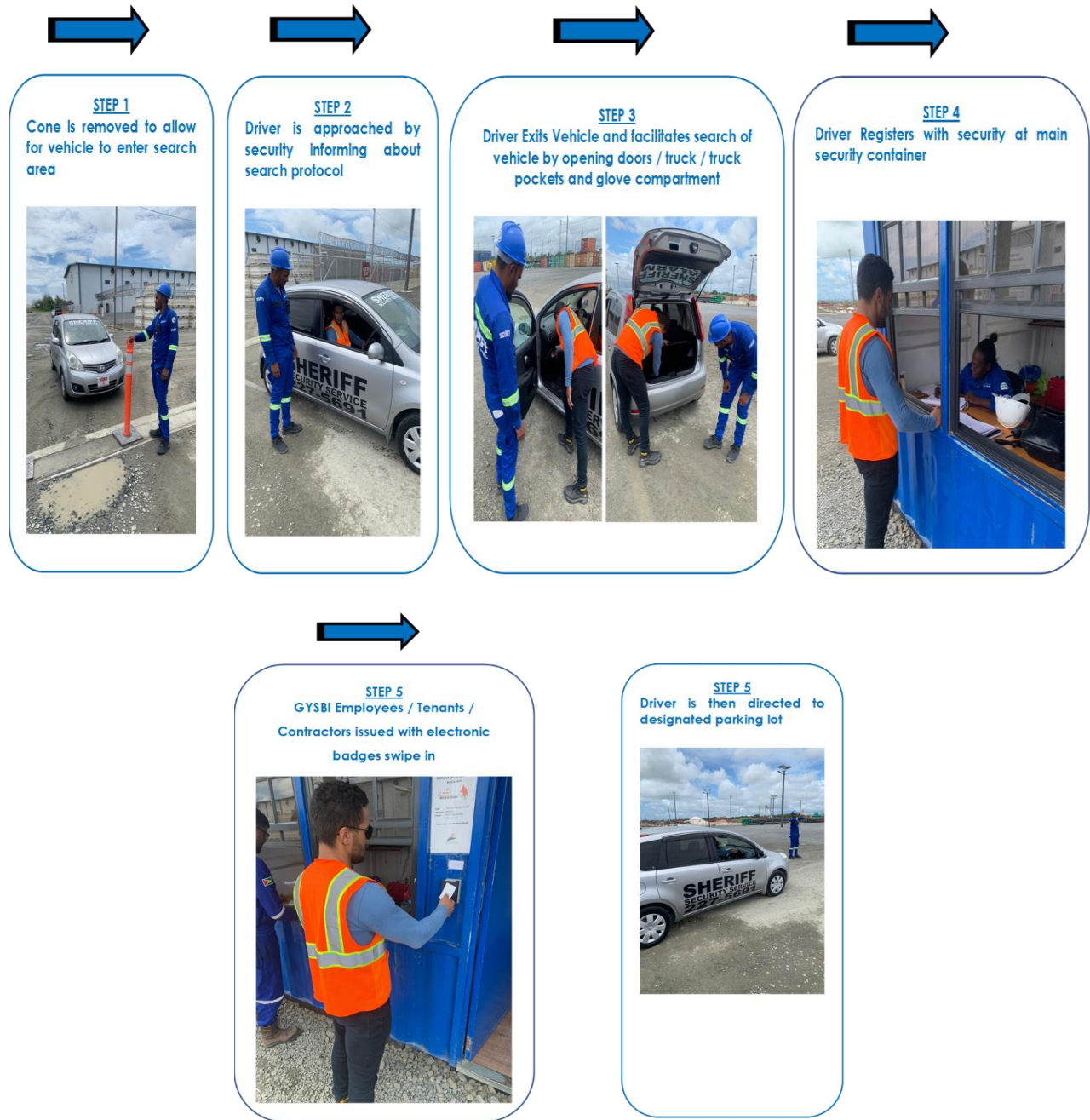


STEP 4
Driver is then directed to
designated area parking lot



Process Is Repeated When Vehicles Are Exiting the Facility.

APPENDIX II: VEHICULAR ACCESS PLOT 4 (GYSBI EMPLOYEES / TENANTS / CONTRACTORS / VISITORS)



Process Is Repeated When Vehicles Are Exiting the Facility.

APPENDIX III: PEDESTRIAN ACCESS PLOT 4 (GYSBI EMPLOYEES / TENANTS / CONTRACTORS / VISITORS)



Process Is Repeated When Personnel Are Exiting the Facility.

APPENDIX IV: PEDESTRIAN ACCESS (GYSBI EMPLOYEES / TENANTS / CONTRACTORS / VISITORS)



Process Is Repeated When Personnel Are Exiting the Facility.

APPENDIX V: FORMS

[Material Dispatch Form.xlsx](#)

[Visitor Registration Form.xlsx](#)

[Visitors Sheet.xlsx](#)

APPENDIX VI: EXAMPLES OF ITEMS BEING SEARCHED FOR

The below are examples of items being searched for but not limited to the following:



Guns And Ammunition



Alcohol



Offensive Weapons

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	01 June 2022	Andy Dowson	Initial Release
2	07 Jul 2022	Kurt Busuttill	Updated Document Number

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This procedure shall be used and updated by QHSSE Department

1 INTRODUCTION

The scope of this procedure is applicable to all operations and construction related activity undertaken by: GYSBI, Subcontractors and vendors at the GYSBI Shore Base and Annex Sites.

The purpose is to plan and implement the monitoring, measurement, analysis and improvement processes needed to demonstrate conformity of the organisation with regards to QHSSE and to continually improve the effectiveness of the management systems.

2 PROCEDURE DETAILS

Responsibilities

It is the responsibility of the QHSSE Supervisor to ensure that adequate resources are allocated for the effective implementation of this Procedure.

The QHSSE Supervisor shall develop a quarterly audit plan. All processes shall be audited once a year as a minimum. QHSSE Supervisor shall provide training to the QHSSE Officers covering audit techniques and the requirements of this procedure.

QHSSE Officers shall perform audits and follow up on corrective actions, in accordance with their training and this procedure.

All Managers and Supervisors shall participate in QHSSE audits and shall address nonconformities within the stipulated time frame.

Procedure

Internal Audits

It is the responsibility of the QHSSE Supervisor to ensure that adequate resources are allocated for the effective implementation of this Procedure

The QHSSE Supervisor shall develop a quarterly audit plan. All processes shall be audited once a year as a minimum. QHSSE Supervisor shall provide training to the QHSSE Officers covering audit techniques and the requirements of this procedure

QHSSE Officers shall perform audits and follow up on corrective actions, in accordance with their training and this procedure

All Managers and Supervisors shall participate in QHSSE audits, and shall address nonconformities within the stipulated time frame

Audit Reporting

The auditor(s) will compile an audit report consisting of an Audit Check List, Audit Summary Sheet and all IN's raised, and forward this to the QHSSE Supervisor.

The QHSSE Supervisor will review the audit outcome and discuss as necessary with the auditor. The auditor will save an electronic copy of all documentation in the appropriate folder. The audit report will be distributed to the relevant persons by email.

All non-conformances will be recorded in the existing nonconformance tracker. The corrective action must be affected within the agreed time period. If there are genuine reasons why the action cannot be completed on time, it should be brought to the attention of the auditor, who may decide to extend the time scale. Failure to complete corrective actions by the extended date will be referred to the QHSSE Supervisor for review and action.

The auditor will then carry out a follow up audit to determine that the action has been implemented.

The Auditor on completion of the audit will examine all checklists and reports ensuring the necessary corrective action has been carried out and where necessary arrange further audits, and the updating of the Audit Plan ensuring the necessary preventative action has been put in place to prevent recurrence.

Documents

[Audit Summary Report](#)

Audit Schedule

[Audit Checklist](#)

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	13 May 2020	Michael James Sean Hill	Initial release of document
2	13 Aug 2020	Michael James Sean Hill	Document layout changed to new company format
3	17 Sep 2021	Kurt Busuttil	QHSSE Manager designation removed and SPO Links to documents inserted
4	07 Jul 2022	Kurt Busuttil	Updated Document Number

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1 INTRODUCTION

The purpose of this procedure is to provide guidance in the event of a bomb threat in order to ensure the safety of all GYSBI's personnel and property and by extension the general public.

2 PROCEDURE DETAILS

Bomb Threat Received By Phone

1. Remain calm. Keep caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest in what the caller is saying.
3. If possible, write a note to a colleague to notify Base Manager, QHSSE Supervisor or the Security Coordinator who will immediately notify the authorities and GYSBI Management or as soon as the caller hangs up, immediately contact the above-mentioned personnel.
4. If phone has a display copy the number, if displayed.
5. Write down as much details as possible and complete QH-159 Bomb Threat Checklist. Try to get exact words.
6. Upon receiving bomb threat send discrete messages for all personnel to muster at designated muster area.
7. MARAD should be notified at tele: (592) 225-7330/226-3356
8. Personnel should remain at muster areas until authorities arrive, a search is done and await authority's instruction to either evacuate facility or an all clear is given.

Bomb Threat Received Hand Written Note

1. Notify Base Manager, QHSSE Supervisor or the Security Coordinator who will immediately notify the authorities and GYSBI management.
2. Upon receiving bomb threat send discrete messages for all personnel to muster at designated muster area.
3. MARAD should be notified at tele: (592) 225-7330/226-3356
4. Personnel should remain at muster areas until authorities arrive, a search is done and await authority's instruction to either evacuate facility or an all clear is given.

Signs of a Suspicious Package

- No Return Address
- Excessive Postage Stamps
- Stains
- Strange Odor
- Strange Sounds
- Unexpected Delivery
- Poorly Handwritten
- Misspelled Words
- Foreign Postage

DO NOT:

- Use a two-way radios or cellular phone; radio signals have the potential to detonate bomb
- Activate fire alarm
- Touch suspicious package
- Evacuate until police arrive and evaluate the threat.

Appendix I: Bomb Threat Checklist

QH-159-BOMB THREAT CHECKLIST

Revision No.: 1
 Date: 20 SEPT 2021

BOMB THREAT CHECKLIST		
Date:	Time:	
Time Caller Hung Up	Phone Number Where Call Received:	
ASK CALLER		
Where is the bomb located?		
When will it go off?		
What does it look like?		
What kind of bomb is it?		
What will make it detonate?		
Did you place the bomb? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Why?		
What's your name?		
CALLER'S EXACT WORDS OF THREAT		
INFORMATION ABOUT CALLER		
Where is the caller located? (Background and level of noise)		
Estimate age:		
Is the voice familiar? if so who does it sound like?		
Callers Voice	Background Sounds	Threat Language
<input type="checkbox"/> Accent <input type="checkbox"/> Calm <input type="checkbox"/> Coughing <input type="checkbox"/> Crying <input type="checkbox"/> Deep Breathing <input type="checkbox"/> Distinct <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Loud <input type="checkbox"/> Normal <input type="checkbox"/> Rapid <input type="checkbox"/> Slow <input type="checkbox"/> Soft	<input type="checkbox"/> Angry <input type="checkbox"/> Clearing Throat <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Deep <input type="checkbox"/> Disguised <input type="checkbox"/> Excited <input type="checkbox"/> Male <input type="checkbox"/> Male <input type="checkbox"/> Lisp <input type="checkbox"/> Nasal <input type="checkbox"/> Ragged <input type="checkbox"/> Raspy <input type="checkbox"/> Slurred <input type="checkbox"/> Stutter	<input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA System <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static: _____ <input type="checkbox"/> Office Machinery: _____ <input type="checkbox"/> Factory Machinery: _____ <input type="checkbox"/> Local <input type="checkbox"/> Long Distance
<input type="checkbox"/> Incoherent <input type="checkbox"/> Message Read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well – Spoken		

Other Information:

Appendix II: Authority Contact

- Police – 911
 - Ruimveldt Police Station – 226 – 3405
 - Providence Police Station – 265 -7382
 - Police Head Quarters – 225 – 6411
- Fire Service – 912
 - West Ruimveldt Fire Station – 225 – 9702
- MARAD – 225 – 7330 / 226 – 3356
 - Dwain Nurse – Office – 225 – 7330 / Cell – 646 - 3001

3 REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	20 September 2021	Kurt Busuttil	Initial Release of Document
2	07 Jul 2022	Kurt Busuttil	Updated Document Number

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This procedure shall be used by IT Department and updated in collaboration with QHSSE Department

1 1 PURPOSE

The Company is committed to achieving the highest performance in occupational health and safety with the aim of creating and maintaining a safe and healthy working environment.

Consistent with this the Company accepts that use of cell phones while operating in a high-risk environment, can create an unsafe condition in which your mind is not on task and therefore a significant hazard.

The purpose of this policy is to help us get the most out of the advantages these instruments offer our company while minimizing distractions, accidents, and frustrations improper cell phone use can cause.

2 2 SCOPE

This policy covers cellular phones at both the GYSBI Main Base and Annex locations and applies to all Personnel at the GYSBI facility

3 3 CELLPHONE USAGE GUIDELINES

The Guyana Shore Base Inc. (GYSBI) cell Phone workplace policy offer general guidelines for using personal and company phones during work hours in certain locations.

The following are basic guidelines set out by the Company for proper employee, subcontractor, and visitor cell phone while involved in the operations. In general, these cell phone should not be used when they could pose a security or safety risk, or when they distract from work tasks. Specific circumstances include:

- Never use a cell phone while driving.
- Ensure cell phones are not inside the cabs of GYSBI/Contractor operated equipment (eliminating the temptation to use)
- Never use a cell phone while operating equipment.
- Do not use cell phones for surfing the internet or gaming during work hours.
- Avoid using work cell phones for personal tasks.
- Avoid using personal cell phones for work tasks.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.
- Never use cell phones while in an active work zone.

The following guidelines are examples when phones are accepted to be used under the condition it has been approved from Base Manage/Base Coordinator & QHSSE Supervisor

- Following an incident (and key personnel are required to be contacted)
- Evidence based pictures for investigation purposes
- Evidence based pictures to provide clarity for customers/contractor/client/Management who request this.

- Limble (software) for pictures to submit a maintenance issues. Note: the documented information that is required to complete a Limble completed whilst in a phone friendly zone.

4 4 ACCESS

Staff members can access their cellphone during working time in the following designated areas identified in appendix 1 & 2 (highlighted green):

5 5 DISCIPLINARY ACTION

Improper use of cell phones shall result in disciplinary action. Continued use of these instruments at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked.

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	26 May 2021	Iain Martin Sean Hill	Initial release of document
2	26 Feb 2022	Andrew Dowson	Addition of Scope. Additional areas added to access Maps of Phone-friendly Areas
3	26 Mar 2022	Andrew Dowson	Additional areas identified with involvement from GYSBI & Annex key personnel.
4	07 Jul 2022	Kurt Busuttil	New Document Number

APPENDIX 1



Figure 1: Phone-Friendly Zones at Main Base

APPENDIX 2



Figure 2: Phone-Friendly Zones at Annex

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This procedure shall be used and updated by QHSSE Department

1 INTRODUCTION

A Confined Space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

Some confined spaces are easy to identify, for example:

- Enclosures with limited openings
- Storage tanks;
- Silos;
- Enclosed drains and sewers.

Others may be less obvious, but can be equally dangerous, e.g.

- Open-topped chambers;
- Vats;
- Combustion chambers in furnaces;
- Ductwork;
- Unventilated or poorly ventilated rooms.

It is not possible to provide a comprehensive list of confined spaces. Some places may become confined spaces when work is carried out, or during their construction, fabrication or subsequent modification.

2 PROCEDURE DETAILS

2.1 Purpose

The purpose of this procedure is to ensure that:

- Entry into confined spaces is avoided where possible.
- When entry into confined spaces is unavoidable, all hazards have been considered and there are sufficient safe systems of work and emergency arrangements in place that will reduce the risk of injury to the persons involved.

- Ensure compliance with relevant legislation.

2.2 Scope

GYSBI is committed in providing a safe working environment to all its employees, visitors and 3rd parties on its premises. This procedure applies to all confined spaces on GYSBI premises and when GYSBI employees are entrusted to provide services on other sites under its control.

2.3 Definitions

Competent person: means a person having suitable training and sufficient knowledge, expertise and skill for the safe performance of the specific task or work required.

Confined space: means an enclosed space which has limited openings for entry or egress, and, or which may contain insufficient levels of oxygen or contain or produce dangerous air contaminants liable to cause a risk to the health and safety of workers who enter such a space, and includes any room, chamber, booth, tunnel, tank, silo, vat, pit, pipe, drain, sewer or flue and any other enclosed space

Employer: means any person for whom work, or service is performed by a worker or who has an employment relationship with a worker and includes a contractor or subcontractor who performs work or supplies a service or undertakes to perform any work or to supply services.

Explosive atmosphere: means a mixture with air, under atmospheric conditions, of flammable substances in the form of gases, vapors, mists or dusts in which, after ignition has occurred, combustion spreads to the entire unburned mixture

Supervisor: means a person appointed or employed by an employer having overall direction on site and or having the task of supervising entry and work in a confined space, and who has received appropriate training for such a task.

2.4 Hazards

2.4.1 Lack of Oxygen

This can occur:

- Where there is a reaction between some materials and the oxygen in the atmosphere thus reducing oxygen levels in the process;
- Following the action of groundwater on chalk and limestone which can produce carbon dioxide and displace normal air;
- In freight containers, lorries etc. as a result of the cargo reacting with oxygen inside the space;
- Inside steel tanks and vessels when rust forms;
- When using inert gases, for example, during cutting and welding operations.

2.4.2 Poisonous Gas, Fume or Vapor

These can:

- Build-up in sewers and manholes and in pits connected to the system;
- Enter tanks or double bottoms which have not been vented properly;
- Enter tanks or vessels from connecting pipes;
- Leak into trenches and pits in contaminated land.

2.4.3 Ingress of Liquids and Solids

Liquids and solids, which can suddenly fill the space, or release gases into it, when disturbed. Free flowing solids such as cement, barite, bentonite etc., can also partially solidify or 'bridge' in silos causing blockages, which can collapse unexpectedly.

2.4.4 Fire and Explosions

Fire and explosions may occur due to flammable vapor concentrations being within the flammable range or excess oxygen being present in a sufficient concentration.

2.4.5 Residues

Residues left in tanks, vessels etc., or remaining on internal surfaces can give off gas, fume or vapor.

2.4.6 Dust

Dust (especially organic materials) present in high concentrations may pose a risk of explosion.

2.4.7 Temperature

Hot conditions or the generation of heat by the task being undertaken may lead to a dangerous increase in body temperature.

2.4.8 Live Electromechanical Environment

Mechanical/electrical isolations and 'lock off' systems may be necessary prior to entering a confined space to prevent inadvertent start-up of equipment. Where this is necessary 'test starts' should always be carried out to demonstrate the isolation is effective.

2.4.9 Hazards Arising Out of Work Activity

Some of the above conditions may already be present in the confined space. However, some may arise through the work being carried out, or because of ineffective isolation of plant nearby, e.g. leakage from pipework, ducting or other ancillary equipment connected to the confined space. The enclosure and working space may increase other dangers arising through the work being carried out, for example:

- Machinery being used may require special precautions, such as provision of exhaust/dust extraction, or special precautions against electric shock and generation of sparks that may be a source of ignition;
- Gas, fume or vapor can arise from welding, or by use of volatile and flammable solvents from paints and adhesives etc. It may be necessary to mechanically ventilate the confined space continuously;

- If access to the space is through a restricted entrance, such as a manhole, escape or rescue in an emergency will be more difficult (see Emergency procedures).

2.5 Procedure

2.5.1 Risk Assessment

The main emphasis throughout the confined spaces procedure is that entry must be avoided if it is reasonably practicable to undertake the work from outside the confined space.

Where this is not possible a risk assessment must be made and appropriate precautions must be taken to mitigate any hazards identified.

Prior to entry a risk assessment must be undertaken. The assessment must consider whether the confined space entry can be avoided in the first instance. Where entry cannot be avoided, then all hazards and risks detailed in section 2.4 must be considered. Note: this list is not exhaustive and other additional risks may have to be considered.

It is the responsibility of the appointed supervisors as specified in 2.5.3 to carry out these risk assessments in conjunction with the HSE and personnel from within the area where the confined space work is to be carried out.

2.5.2 Safe Systems of Work

It is a requirement of this procedure that there is a safe system of work for all confined space entries. To be effective, a safe system of work needs to be continuously monitored. It is the responsibility of the employer to ensure that this requirement is fulfilled. The typical components of a safe system of work are detailed in sections 2.5.3 to 2.5.17.

2.5.3 Appointment of Supervisor

Supervisors must be appointed to oversee all confined space work. It is their responsibility to ensure all the necessary precautions are taken and that the safe

system of work is being followed. It is the responsibility of the employer to appoint a suitably trained and experienced supervisor.

The degree of supervision will be based on the findings of the risk assessment. In some cases, periodic checks may be sufficient if the work is low risk and routine.

It is more likely that the level of risk will require a competent person to supervise the work and remain present while the work is being undertaken.

2.5.4 Competence

Specific training for work in confined spaces is required for all personnel involved in this type of work. The training will include topics such as:

- Awareness of the Confined Spaces regulations and in particular the need to avoid entry where possible;
- An understanding of the work to be undertaken, the hazards, the safe system of work and all necessary precautions;
- An understanding of the 'permit to work system' and the 'confined space entry permit';
- How emergencies arise, the need to follow prepared emergency plans and the dangers of not doing so.

2.5.5 Communication

An adequate communication system is required to enable:

- Communication between people inside and people outside the confined space;
- Help to be summoned in an emergency;
- Emergency rescue procedures to be initiated.

Systems can include speech, tugs on a rope, telephones, radios etc. Equipment to be used in potentially flammable or explosive atmospheres should be specially protected so they do not present a source of ignition (EX proof – intrinsically safe).

2.5.6 Testing the Air and Provision of Ventilation

The risk assessment shall highlight the need to check that the atmosphere is free from both toxic and flammable vapors and that there is an adequate concentration of oxygen prior to entry. A competent person using a suitable gas detector, which is correctly calibrated, must carry out testing. Where the risk assessment indicates that conditions may change, or as a further precaution, continuous monitoring of the air may be necessary. Test results must be recorded on the entry certificate.

Note: The acceptable oxygen concentration range is between 19.5% and 23.5%. Work must not be undertaken if the oxygen concentration is outside this range.

It is the responsibility of the supervisor to ensure that air-testing requirements identified by the risk assessment are carried out by a competent person, who is trained in the use of the equipment and can interpret results.

Ventilation may be improved by increasing the number of openings, however, mechanical forced ventilation may be necessary to ensure an adequate supply of fresh air, if this is the case, then continuous monitoring is required. Fresh air should be drawn from a point where it is not contaminated either by used air or other contaminants.

Use of portable gas cylinders and diesel equipment should be avoided where possible. If their use cannot be avoided, then forced ventilation is essential to prevent the accumulation of gases/fumes.

Warning: carbon monoxide in the exhaust from petrol-fueled engines is so dangerous that use of such equipment in confined spaces must **never** be allowed.

2.5.7 Decontamination Before Entry

It is essential to ensure fumes do not develop from residues while the work is being done. All decontamination requirements must be carried out and the

atmosphere tested prior to work starting. It is the responsibility of the supervisor to ensure effective decontamination is carried out.

2.5.8 Isolation from Gases, Liquids and Other Flowing Materials

Confined spaces will often need to be isolated from ingress of substances that could pose a risk to those working within the space. Methods of isolation may include:

- Complete disconnection of pipes or ducts.
- Insertion of blanks.
- Reliable valves that can be locked shut.

Whatever means of isolation is used, it needs to be tested to ensure it is suitably reliable. It is the responsibility of the supervisor to ensure that all necessary isolations have been made and are effective under an isolation permit.

2.5.9 Isolation from Mechanical and Electrical Equipment

Mechanical and electrical isolation of equipment is essential if it could otherwise operate, or be operated, inadvertently. It is the responsibility of the supervisor to ensure that all necessary mechanical and electrical isolations (including lock-out of isolation switches) have been made by a competent person and are effective.

2.5.10 Use of Suitable Equipment

Any equipment provided for use in a confined space needs to be suitable for the purpose. Consideration should be given to:

- Likelihood of flammable atmospheres and sources of ignition.
- Emissions of fumes/gases.
- Risk of electrocution.
- Earthing requirements with regard to static electricity.
- Mechanical hazards (e.g. trapping, falling, shearing etc.).

2.5.11 Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)

Ideally the need to wear PPE or use RPE should be evaluated by implementation of robust risk control measures. It should only be used as a last resort, except for rescue work. If the use of specific PPE or RPE is necessary, then it must be assessed for suitability by a competent person and offer the correct level of protection.

Note: Wearing of excessive PPE and RPE can contribute to heat stress.

2.5.12 Gas Supplied by Pipes and Hoses

The use of pipes and hoses for conveying oxygen or flammable gases into confined spaces must be controlled to minimize the risk.

At the end of every working period:

- Supply valves for pipes and hoses must be securely closed.
- Pipes and hoses must be withdrawn from the confined space to a well-ventilated area.
- Where pipes and hoses cannot be removed, they must be disconnected from the supply at a point outside the confined space.

2.5.13 Size of Entrance

The access/egress point must be big enough to allow workers wearing all the necessary equipment to climb in and out easily and provide ready access and egress in an emergency.

2.5.14 Fire Prevention

Flammable and combustible materials must not be stored in confined spaces that have not been specifically created or allocated for that purpose. If this type of material is used during work, it must be kept to a minimum and not be allowed to accumulate. Control of ignition sources and ventilation requirements must also be considered. Smoking is prohibited in all confined spaces; it may be necessary to extend this exclusion area to a distance beyond the confined space.

2.5.15 Lighting

Adequate and suitable lighting, including emergency lighting should be provided. The lighting must be specially protected where flammable/explosive atmospheres are likely to occur. Lighting may need to be protected from impacts and be suitable for use in wet environments. Where possible, residual current devices should be utilized to protect against electric shock.

2.5.16 Permit to Enter a Confined Space

Permission to enter a confined space can only be given by a person who has received appropriate training and is authorized to sign a confined space entry certificate. An example of a Permit to work and entry certificate can be found in Appendix 1. A Permit to work and entry certificate is required for ALL Confined Space work at GYSBI premises. It must be signed in the authorization and acceptance section prior to work starting by the Base Manager. A hand-back signature must also be completed on the permit when work is complete or the expiry time exceeded. It is the responsibility of the supervisor to ensure that a permit to work and entry certificate have been completed for every confined space entry.

2.5.17 Suitability of Persons

Those persons required to enter confined spaces must be mentally suitable (e.g. not claustrophobic), physically fit, have received general training in the hazards presented by confined spaces and the procedures to be followed. In addition, prior to entry to any confined space, persons entering must be instructed by the area supervisor in the specific hazards and precautions applying, and in the confined space rescue plan. All Confined Spaces training must be recorded. When limiting the working time, consideration should be given to temperature, humidity, restricted movement, the need to wear PPE/RPE etc. It is the responsibility of the relevant employer to ensure only suitable persons are selected for confined space work.

2.6 Emergency Arrangements

No confined space work must be undertaken unless there are emergency plans in place for the rescue of persons in an emergency. Account needs to be taken not only of accidents arising out of specified risks, but also any other accident in which a person may need to be recovered.

To be suitable and sufficient the arrangements for rescue should include consideration of:

- Rescue and resuscitation equipment;
- Raising the alarm and rescue;
- Safeguarding the rescuer;
- Fire safety;
- Control of plant;
- First aid;
- Public emergency services;
- Training.

It is the responsibility of the employer to ensure an assessment of the emergency requirements has been made. It is the supervisor's responsibility to ensure any measures deemed necessary are in place **and tested** prior to any confined space entry.

3 DOCUMENTS

[Confined Space Entry Certificate](#)

[Electrical Isolation Certificate](#)

[Mechanical Isolation Certificate](#)

REVISION SUMMARY

Revision	Date	Approved by	Summary of change
1	13 Aug 2020	Michael James Sean Hill	Initial release of document
2	17 Aug 2021	Sean Hill	Updated document references in section 3 with SPO links
3	07 Jul 2022	Kurt Busuttil	Updated Document Number

QHSSE Policy

Guyana Shore Base Inc. (GYSBI) provides an array of Shore Base Services, Logistics Services, and Industrial Park Services in Guyana. The Company has developed its expertise since its establishment, and it aims to deliver a high standard of services to its customers.

GYSBI is committed to:

- Meeting specified customer requirements and ensuring customer satisfaction.
- Adhering to all applicable standards and statutory and regulatory requirements.
- Setting clear HSE objectives for HSE performance with measurable performance indicators.
- Promoting employee well-being and providing a safe, healthy and secure working environment, for the prevention of work-related injury and ill health, by reducing risk and eliminating identified hazards.
- Ensuring effective participation and consultation with employees on issues relating to quality, occupational health and safety, security and the environment.
- Minimizing our impact on the environment through the reduction of pollution and emissions and the reduction and recycling of waste where applicable.
- Empowering personnel to intervene to prevent unsafe acts and conditions.
- Continual improvement in the functioning and performance of our QHSSE management system.

It is the duty of all GYSBI employees to integrate the QHSSE management system in the performance of their duties and to ensure that the above Policy is supported and maintained.

Management at every level lead in the communication and implementation of QHSSE Management System policies and procedures while ensuring compliance.

This Policy shall be regularly reviewed to ensure ongoing suitability.



Robert Albiez
General Manager