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**This Handbook is to be referenced by External Parties for awareness and must not be used as a substitute for relevant procedures referenced**

## 1 INTRODUCTION

This handbook outlines the Quality, Health, Safety, Security, and Environmental (QHSSE) standards and requirements applicable to all external parties interfacing with Guyana Shore Base Inc. (GYSBI). These include Contractors, Clients, Tenants, and Service Providers who perform or oversee operations within GYSBI-controlled areas.

It is intended to provide a structured overview of the QHSSE expectations, responsibilities, and applicable procedures that align with GYSBI's Integrated Management System, relevant national legislation, and international standards such as ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018.

This handbook is designed to:

- Ensure alignment between external party operations and GYSBI QHSSE protocols.
- Support external parties in managing their QHSSE responsibilities effectively.
- Enhance safety, environmental performance, and compliance across shared facilities.

The information presented herein will assist external parties in understanding the minimum requirements for safe and responsible operations while ensuring smooth integration with GYSBI's management systems.

All documents referenced can be accessed via the GYSBI's Knowledge Centre on the GOARC application.

## 2 RESPONSIBILITIES

It shall be the responsibility of relevant GYSBI Management and their assigned delegates to communicate, implement, and enforce the requirements of this QHSSE Management Handbook to relevant parties, ensuring its continued applicability across all GYSBI-controlled sites, operations, and activities involving external parties.

It shall be the responsibility of the GYSBI QHSSE Manager or an assigned delegate to lead the periodic review, update, and maintenance of this handbook, ensuring it remains aligned with applicable legal, regulatory, and organizational requirements.

It shall be the responsibility of all parties external to GYSBI – Vendors, Subcontractors, Clients, Tenants, Service Providers, and Visitors – to adhere to the requirements of this QHSSE Management Handbook when operating within or interfacing with any GYSBI-controlled location, including the Port Facility, Industrial Estate, or other GYSBI-managed project areas.

## 3 REFERENCES

**Note:** *The list of documents below represents a subset of GYSBI's QHSSE/ISO Management System relevant to external parties and is by no means a reflection of the company's full scope.*

### **Policies:**

#### *QHSSE*

- QH-PO-001 – QHSSE Policy
- QH-PO-002 – Smoking Policy
- 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

*Human Resource*

- HR-PO-003 – Background Check Policy
- HR-PO-005 – Child Labor Policy
- HR-PO-007 – Code of Conduct Policy
- HR-PO-011 – Dress Code Policy
- HR-PO-015 – Equality Policy
- HR-PO-016 – Fair Play Guide
- HR-PO-021 – Sexual Harassment Policy
- HR-PO-023 – Whistleblower Policy

**Procedures:***QHSSE*

- QH-PR-001 – Investigation – Reporting Procedures
- QH-PR-002 – Permit to Work (PTW) Procedure
- QH-PR-003 – Simultaneous Operations Procedure
- QH-PR-005 – Working at Height Procedure
- QH-PR-007 – QHSSE Communication Procedure
- QH-PR-008 – GYSBI Port Facility Entry and Exit Procedure
- QH-PR-009 – Risk Assessment Procedure
- QH-PR-013 – Medical Emergency Response Flowchart
- QH-PR-015 – QHSSE Vendor Assessment Procedure
- QH-PR-016 – Site Induction Procedure
- QH-PR-017 – Confined Space Entry Procedure
- QH-PR-019 – Personal Protective Equipment (PPE) Procedure
- QH-PR-020 – Dropped Object Prevention Scheme Procedure
- QH-PR-021 – Waste Management Procedure
- QH-PR-023 – Bomb Threat Procedure
- QH-PR-024 – GYSBI Industrial Estate GIE\_Annex Entry and Exit Procedure
- QH-PR-025 – Drone Management Procedure
- QH-PR-027 – Drug and Alcohol Testing Procedure
- QH-PR-028 – Non-Conformity and Corrective Action Procedure
- QH-PR-030 – Environmental Management Procedure

*Operations*

- OP-PR-011 – Working in Adverse Weather Procedure
- OP-PR-034 – Manual Handling Procedure
- OP-PR-037 – Transport, Handling & Storage of Dangerous Goods and Hazardous Materials

**Standing Instructions:**

- GYSBI-SI-001 – S001 – Requirement for Banksman
- GYSBI-SI-002 – S002 – Red Zone Management at the Main Base & Annex

**Management Plans:**

- QH-PL-005 – Traffic Management Plan

**External References**

- ISO 9001:2015 Quality Management Systems – Requirements
- ISO 45001:2018 Occupational Health and Safety Management Systems – Requirements with Guidance for use
- ISO 14001: 2015 Environmental Management Systems – Requirements with Guidance for use
- Occupational Safety & Health Act #32,1997
- 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)
- Pesticides and Toxic Chemicals Control Act 2000

## 4 DEFINITIONS

TERM	DEFINITION
External Party	Any organization or individual not employed directly by GYSBI but engaged in work or services at GYSBI-controlled facilities. This includes, but is not limited to, contractors, subcontractors, clients, service providers, and project-specific vendors who are involved in delivering operational, technical, or support activities within GYSBI's scope of operations.
Contractor	A contractor is an individual or entity engaged through a formal agreement to perform specific tasks, services, or functions that are wholly or part of the overall project with responsibility for fulfilling the agreed-upon scope of work within the defined timelines, quality, & HSE standards. They are not considered employees of the requesting organization.
Subcontractor	A third-party individual or company engaged by a Contractor to perform part of the contracted scope of work. Subcontractors are subject to the same QHSSE expectations and must be approved and monitored by the Contractor and GYSBI.
Client	An organization or representative receiving services from GYSBI under a commercial agreement. Clients may occupy office or operational space within GYSBI-controlled areas and are expected to comply with relevant QHSSE site requirements.
Tenant	A third-party company or entity that leases or occupies space, infrastructure, or facilities managed by GYSBI. Tenants are responsible for the safety and compliance of their staff and

TERM	DEFINITION
	operations within their designated areas, in alignment with GYSBI QHSSE requirements.
Service Provider	A third-party organization or person engaged to perform professional, advisory, logistical, or technical services on a recurring or ad-hoc basis within GYSBI's operational footprint. Examples include inspection bodies, consultants, maintenance vendors, and utility providers.
Visitor	Any individual who is not permanently assigned to a GYSBI project or facility but enters the site temporarily for meetings, inspections, tours, or other non-operational activities. All visitors must comply with access, induction, and PPE requirements as applicable.
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	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



TERM	DEFINITION
	in the workplace, to implement the measures and to continually review the measures in order to ensure their effectiveness

## 5 PROCESS DESCRIPTION

### QHSSE MANAGEMENT SYSTEM

#### Context of the Organization

Guyana Shore Base Inc. (henceforth referred to as GYSBI) was established in 2017 to provide shore base support to oil and gas exploration and production companies operating in Guyana. GYSBI's growth and strong reputation are underpinned by a commitment to continuous improvement, high operational standards, and exceptional service delivery.

To support these outcomes, GYSBI has developed a structured and integrated Management System (MS), designed to ensure consistent delivery of services that meet both client expectations and applicable legal and regulatory requirements.

This Management System is certified to and aligned with ISO 9001:2015 (Quality), ISO 14001:2015 (Environmental), and ISO 45001:2018 (Occupational Health & Safety) standards.

The system extends beyond GYSBI's internal operations to encompass the activities of all external parties, including Contractors, Tenants, Clients, and Service Providers whose performance may directly or indirectly impact GYSBI's overall QHSSE outcomes. This includes those operating within the Port Facility, GYSBI Industrial Estate (GIE), and any GYSBI-managed offsite project location.

GYSBI's certified scope under this MS includes the delivery of shore base services, logistics services, and industrial park services within Guyana.

The Quality, Health, Safety, Security, and Environmental (QHSSE) function is responsible for providing operational support, subject matter guidance, and system oversight across all GYSBI-controlled areas. The performance of this function is routinely reviewed by GYSBI's Executive Leadership, including the Board of Directors and the CEO, ensuring a high degree of accountability and visibility.

All GYSBI employees maintain a direct reporting line to the Chief Executive Officer (CEO), who holds ultimate accountability for QHSSE performance across the organization. External parties are expected to actively integrate with this management system and align their practices to GYSBI's QHSSE expectations throughout the duration of their engagement.

## **QHSSE Policy**

GYSBI's QHSSE Policy emphasizes the organization's commitment to delivering high standards of service to its customers, of which QHSSE is an integral component.

This policy places a duty on all GYSBI staff to actively implement and uphold the QHSSE Management System (MS) in the performance of their duties. It is also applicable to all external parties interfacing with GYSBI operations.

The Leadership Team is responsible for fostering an operating environment in which every Worker, Client Representative, Contractor, Tenant, or Visitor feels empowered to stop a job if they perceive the work to be unsafe in any way. This principle is central to GYSBI's safety culture.

The Line Management Team reinforces this empowerment by demonstrating their responsibility to lead in QHSSE matters, supported by the guidance and expertise of the QHSSE Team.

GYSBI's Leadership and Management Team will ensure that appropriate budgeting, staffing, and technical support are maintained to meet the organization's QHSSE performance expectations.

As part of this, Contractors and Tenants are expected to designate a competent HSE Officer, Advisor, or delegated representative who will liaise with the GYSBI QHSSE Project Manager or QHSSE Advisors on all matters related to compliance, conformance, and the assurance of safe working conditions within their respective scopes of operation.

## **PLANNING AND ASSESSMENT**

### **Planning**

QHSSE shall be actively involved in shaping the strategic direction of the company, as it remains a critical area of focus at all organizational levels. Accordingly, QHSSE considerations are integrated into all business decisions from Board-level strategy to operational execution to ensure regulatory compliance, risk management, and injury prevention.

QHSSE planning plays a vital role during the initial, pre-construction, and pre-project phases. During these stages, external parties, including Contractors, Tenants, and Service Providers, shall engage with GYSBI's QHSSE Team to develop practical and effective solutions for hazard elimination or the implementation of the most appropriate control measures based on assessed risks.

Early integration of QHSSE planning ensures alignment with GYSBI's standards, facilitates smoother execution, and supports proactive hazard mitigation throughout the lifecycle of the work or tenancy.

### **Legal Requirements and Regulations**

Applicable requirements, including national laws, industry regulations, and client-specific standards, are identified, monitored, and periodically reviewed by GYSBI to ensure ongoing compliance.

These include legal requirements sourced from the Guyana Ministry of Legal Affairs, the Environmental Protection Agency (EPA), and other relevant regulatory bodies. Updates are tracked and integrated into GYSBI's QHSSE Management System as they arise.

All external parties, including Contractors, Tenants, Clients, and Service Providers, are required to ensure that their operations within GYSBI-controlled areas adhere to these legal requirements and regulations.

Please refer to Section 3: References of this handbook for a detailed list of applicable Occupational Safety & Health (OSH) and Environmental legislation governing projects and operations conducted at GYSBI facilities.

## **Pre-Engagement QHSSE Requirements**

GYSBI requires that all high-risk services and operational engagements, whether performed by Contractors, Tenants, Clients, or Service Providers, undergo a structured QHSSE review prior to the start of work or occupation of space. This process ensures that potential hazards and occupational health, safety, and environmental (HSE) risks associated with external activities are identified and controlled before mobilization or service commencement.

The following QHSSE elements must be addressed during the pre-engagement phase:

### **QHSSE Pre-qualification and Competency Review:**

Depending on the risk level of the activity, external parties may be required to complete GYSBI's contractor pre-qualification process. This includes submission of company profiles, safety documentation, personnel certifications, incident history, and insurance coverage.

Below shows the service categories that require prequalification.

SERVICE	Prequalification
Call out labour for construction & maintenance	REQUIRED
Calibration services	REQUIRED
Certification services & training	REQUIRED
Engineering design, supervision & surveying	REQUIRED
Environmental consultancy services	REQUIRED
Fabrication & Welding Services	REQUIRED
Fire alarm installation & maintenance service	REQUIRED
Heavy-duty equipment rental with/without operator	REQUIRED
Inspection equipment testing & calibration services	REQUIRED
Inspection services	REQUIRED
IT services	REQUIRED
Maintenance for air conditioning systems	REQUIRED
Materials testing services - bore hole testing, concrete cube tests, CPT testing, lube analysis etc.	REQUIRED
Medical services & testing	REQUIRED
Passenger vehicles rental with/without driver	REQUIRED
Passenger vehicle servicing	REQUIRED
Pest control services	REQUIRED
Portable toilet with maintenance service	REQUIRED
Rental of Barges	REQUIRED
Security services	REQUIRED
Specialized mechanical call-out services - Kone, Kobelco, Manitowoc, Tadano, Terberg etc.	REQUIRED
Tire inspection, installation & repair services	REQUIRED
Training for administrative / soft skills courses	REQUIRED
Trucking	REQUIRED
Waste collection & disposal, & waste treatment services	REQUIRED

### Contractor Pre-qualification Process:

- Contractors must submit a completed Prequalification Application along with company profile, licenses, certifications, financial statements, insurance coverage, HSE documentation, and key personnel qualifications.

- GYSBI will conduct an initial screening to verify legal compliance, financial stability, validity of licenses, adequacy of insurance, and HSE performance.
- Evaluation also includes review of project experience, client references, safety performance, and, if applicable, a site visit to assess equipment, worksite conditions, and operational readiness.
- Contractors will be classified as Prequalified, Conditionally Prequalified, or Not Prequalified and notified of their status.
- Ongoing monitoring and periodic requalification are required to maintain approval status.
- Contractors previously engaged before this process was introduced will be evaluated using GYSBI's Contractor QHSSE Evaluation Assessment Form and added to the monitoring schedule where necessary.
- ❖ Reference: [Guyana Shore Base Inc. Vendor Pre-qualification Form](#), QH-PR-015 [Contractor Management Procedure.docx](#), QH-FO-067 [Contractor QHSSE Evaluation Assessment Form.docx](#), QH-FO-094 [Vendor Pre-Assessment Evaluation Report.xlsx](#), QH-FO-114 [Contractor QHSSE Performance Monitoring Form.doc](#)

#### Scope-Specific Risk Assessment:

All proposed work activities must undergo a risk assessment process aligned with GYSBI standards. This includes job-specific JSAs, method statements, and identification of necessary controls. High-risk activities may also require rescue plans, traffic management plans, spill response protocols, and equipment checklists.

#### Fitness to Work Compliance:

Before a Contractor can perform any work at GYSBI-controlled sites, all assigned personnel must undergo Fitness to Work (FTW) testing, which includes screening for drugs, alcohol, and contraband items. All individuals must successfully pass

these tests and remain compliant throughout the duration of their assignment. Any positive result will disqualify the worker from performing duties at GYSBI and will result in denial of site access.

In addition:

- Daily alcohol tests are mandatory for all contractor personnel. Testing is conducted at the security checkpoint prior to site entry.
- Contractors' workers must report immediately for testing upon notification, particularly in the case of random testing, reasonable suspicion, or post-incident investigation.
- Refusal to undergo testing or inspection constitutes a breach of site rules. Such refusal will result in the immediate removal of the individual from GYSBI property and disqualification from continued engagement.
- ❖ Reference: QH-PO-007 [Drug, Alcohol and Contraband Policy.docx](#) & QH-PR-027 [Drug and Alcohol Testing Procedure.docx](#)

#### Site Induction and VMS Registration:

All personnel must be registered in GYSBI's Visitor Management System (VMS) and complete the applicable site-specific induction prior to access. The induction outlines operational hazards, emergency procedures, PPE expectations, and restricted zones.

#### Training and Certification Validation:

External parties must provide evidence of required training and certification relevant to their scope of work. This includes, but is not limited to: working at heights, confined space entry, lifting operations, electrical work, MEWP use, and hot work.

### Permit to Work (PTW) and GOARC Training:

For applicable scopes, supervisors or designated personnel must complete GOARC permit training and understand the PTW process. No high-risk work shall begin without an approved permit in place.

### Environmental and Emergency Preparedness Plans:

Where applicable, external parties must submit environmental management and emergency response plans for review and alignment with GYSBI's overarching systems. These plans must include roles, contact points, and procedures specific to the proposed work or service engagement.

### Pre-Engagement QHSSE Requirements Applicability Matrix

Requirement	Contractors	Subcontractors	Tenants	Clients	Service Providers
QHSSE Pre-qualification & Competency Review	⚠ If applicable – based on table above	⚠ If applicable – based on table above	Case-by-case	✗ Not required	⚠ If applicable – based on table above
Risk Assessments & Method Statements	✅ Required	✅ Required	✅ Required	✗ Not required	✅ Required
Fitness to Work Testing	✅ Required	✅ Required	✗ Not required	✗ Not required	✅ Required
Site Induction via VMS	✅ Mandatory	✅ Mandatory	✅ Mandatory	✅ Mandatory	✅ Mandatory
Certification & Training Records	✅ Required	✅ Required	⚠ If applicable – i.e. work be done on GYSBI site	✗ Not required	✅ Required
GOARC Permit to Work (PTW) Training	✅ For supervisors	✅ For supervisors	✅ For Supervisors when work is being done on GYSBI site.	✗ Not required	✅ For supervisors
Environmental & Emergency Response Plans	✅ Required	✅ Required	✅ Required	⚠ Advisory	✅ Required
Symbol	Meaning				
✅	Required – Mandatory before engagement or site access				
⚠	May apply based on scope of work or risk level; to be confirmed during planning.				
✗	Not typically applicable for this stakeholder group.				



### Risk Assessment & Safety Plans

Identification and communication of hazards is the responsibility of all persons who access GYSBI's controlled facilities. Contractors shall ensure that hazards with the potential to harm persons are identified, risk assessed, and controlled to reduce the risk to 'As Low as Reasonably Practicable' (ALARP) through the application of the Hierarchy of Controls by:

- Eliminating and/or substituting identified hazards with less hazardous processes, operations, materials, or equipment through systematic review and risk analysis.
- Applying engineering controls, where applicable.
- Providing safe systems of work (SSoW) – documented policies, procedures, plans and instructions – along with the necessary training to minimize exposure to residual hazards.
- Providing and ensuring personal protective equipment (PPE) are utilized where mandated.

**Tenants** are responsible for implementing and maintaining safe systems of work within their designated areas, in accordance with the terms of their tenancy agreement. These systems must align with GYSBI's overarching Safe System of Work (SSoW) framework to ensure consistent QHSSE standards across the facility.

### Risk Assessment Framework

A structured Risk Assessment Framework should be in place to guide the assessment of risks and allow for the implementation of controls commensurate with the level of risk identified. A range of tools exist that can assist in the identification of hazards, including Risk Assessments, task-specific Job Safety Analysis (JSA), Last Minute Risk Assessment (LMRA), Safety Data Sheets (SDS), Permit to Work (PTW), Rescue Plans, Traffic Management Plans, Spill Response Plans, Environmental Management Plans, Waste Management Plans, HSE Plans, Inspections, Checklists, etc.

All external parties conducting operational or physical work at GYSBI-controlled locations are required to implement Job Safety Analyses (JSAs) and Last Minute Risk Assessments (LMRAs) as part of their QHSSE responsibilities:

- **JSAs** must be prepared and submitted in advance of the commencement of any activity. These documents must detail the scope of work, associated hazards, control measures, personnel involved, and required equipment.
- **LMRAs** serve as a final verification of task readiness and must be conducted immediately before work begins. These assessments shall be performed digitally using the **GOARC QHSSE Platform**.

Active participation in the review and updating of JSAs and LMRAs is expected from all contractors, subcontractors, and service providers. These assessments shall be referenced during daily Toolbox Talks (TBTs) and task execution, and must accurately reflect real-time worksite conditions.

❖ QH-PR-009 [Risk Assessment Procedure.docx](#)

### Scope-Dependent Supporting Plans

Based on the nature and risk profile of the scope of work, the following may also be required:

- **Rescue Plan** – A predefined strategy outlining the procedures, roles, and equipment necessary to safely rescue individuals from hazardous situations (working at height, over water, or within confined spaces) in case of an emergency, while minimizing risks to rescuers and the affected person.
- **Traffic Management Plan** – A safety strategy that outlines measures to control vehicle and pedestrian movement within a site, aiming to prevent accidents by minimizing hazards, ensuring safe routes, and establishing signage, speed limits, and designated zones for safe traffic flow.
- **Light/Heavy Equipment Checklists** – A tool used to verify that equipment and tools are properly inspected, maintained, and in safe working

condition before use, ensuring compliance with health, safety, and environmental standards. For compactors, cranes, heavy duty trucks, telehandlers, etc.

- **Waste Management Plan** – A strategy that outlines procedures for the safe handling, storage, disposal, and reduction of waste, ensuring compliance with health, safety, and environmental regulations to minimize risks and environmental impact. This applies where large amounts of wastes are generated on the site, chemical wastes are generated, and management is necessary to ensure a safe site.
- **Spill Response Plan** – A documented procedure outlining the actions to be taken in the event of a hazardous material spill. It includes steps for containing, controlling, and cleaning up the spill, protecting human health and the environment, and complying with legal and safety regulations. The plan typically assigns **roles**, details **emergency contacts**, and specifies the necessary **equipment and materials for response**.
- **Fire Response Plan** – A documented procedure outlining the actions to take during a fire emergency. It includes steps for safely evacuating personnel, notifying national/base emergency services, using fire extinguishing equipment if safe, and accounting for all individuals. The plan assigns **roles**, designates **evacuation routes**, and details **emergency contacts** and **safety protocols**.
- **Injury/First Aid/Illness Response Plan** – A documented procedure outlining the actions to take when someone is injured, ill, or requires first aid. It includes steps for **assessing the situation**, administering appropriate **first aid**, contacting **medical professionals**, and ensuring the safety of the individual. The plan assigns **roles**, lists **emergency contacts**, and specifies the **location of first aid supplies and equipment**.
- **Environmental Management Plan** – A comprehensive document outlining strategies and actions to manage and mitigate the environmental impacts of a project. It includes procedures for **minimizing pollution, conserving**

**resources**, complying with **environmental regulations**, and **monitoring performance**. The EMP assigns **responsibilities**, sets **environmental goals**, and details **corrective actions** to ensure sustainable practices.

- **HSE Plan** – A detailed document outlining measures to ensure the health, safety, and environmental protection of individuals and operations in a project. It includes procedures for **hazard identification**, **risk management**, **accident prevention**, **emergency response**, and **regulatory compliance**. The HSE plan assigns roles, sets objectives, and establishes protocols to create a safe and sustainable working environment.
- **Induction Plan** – In cases where the project is not conducted at either the Port Facility or GIE, the contractor is expected to outline the induction arrangements based on the hazards and risks of the site under its control. The induction plan will include the outline of the induction and form/s to capture the information of the induction and inducted.

**Each of these documents must be reviewed and approved by the QHSSE Team before work begins. External Parties remain responsible for the development, submission, and execution of these plans in line with GYSBI standards.**

### Certifications & Permits

This section summarizes the core certification, training, and permit requirements detailed in earlier parts of this handbook. These elements are essential to ensure all external parties, Contractors, Tenants, Clients, and Service Providers, can work safely and in compliance with GYSBI's standards.

#### Permit to Work (PTW)

In addition to submitting Job Safety Analysis (JSA) and Last-Minute Risk Assessments (LMRA), external parties performing operational activities at GYSBI-controlled locations shall apply for the appropriate Permit to Work (PTW) via the GOARC QHSSE platform. The designated QHSSE – Quality Management System (QMS) – Advisor shall review all submitted JSAs and other risk assessments before

approving and issuing the permit. Only trained supervisors or other designated persons are authorized to apply for PTWs in GOARC.

### **Pre-Engagement Readiness**

Before initiating any scope of work:

1. External parties (Contractors, Subcontractors, and Service Providers where applicable ) must complete the Vendor Pre-qualification Form and submit all required documentation.
2. GYSBI will issue a Vendor Pre-assessment Evaluation Report.
3. The full workforce of the external party must complete the **GYSBI Construction Training**, when applicable, particularly for contractors involved in construction projects.
4. Supervisors or designated individuals responsible for permit applications must complete the **GOARC PTW Training**.

### **Site Induction**

If either GYSBI's Port Facility or Industrial Estate need to be accessed, the required personnel will need to register via GYSBI's **Visitor Management System** (VMS) to complete the site induction and receive the required authorization. This induction familiarizes persons with GYSBI's rules, guidelines, and requirements specific to Safety, Security, and Environment.

- ❖ Reference: [Register - GYSBI VMS](#), [GYSBI Visitor Management System](#), QH-PR-016 [Site Induction Procedure.docx](#)

### **Fitness to Work (FTW)**

To manage personnel conducting work as contractors providing critical services/projects **Fitness-to-Work documentation** is to be submitted to the on-duty Medic for the relevant persons that are required to work on site in line with GYSBI's Fitness to Work Policy requirements.

Below highlights the services that require fitness-to-work documentation.

SERVICE	F Fit to Work Health Assessments/ Medicals
Call out labour for construction & maintenance	REQUIRED
Fabrication & Welding Services	PREFERRED
Security services	REQUIRED
Trucking	PREFERRED

Further, the fitness to work required encompasses the following tests.

POSITION	TEST REQUIRED
DRIVERS/OPERATORS	VISION, HEARING, MUSCULOSKELETAL ASSESSMENT, CARDIAC RISK ASSESSMENT, BLOOD TESTS, URINE TESTS
CONSTRUCTION/GENERAL LABORERS	MUSCULOSKELETAL ASSESSMENT, RESPIRATORY ASSESSMENT, VISION, HEARING

## Certification Requirements

External parties must provide valid and current certifications for personnel and equipment to demonstrate competency and compliance with GYSBI standards.

### Personnel

External parties must provide valid and current certifications for personnel and equipment to demonstrate competency and compliance with GYSBI standards.

Personnel involved in the following activities must hold relevant certifications:

- Working at Heights
- Confined Space Entry
- First Aid
- Electrical Work
- Earthmoving & Heavy Machinery Operation (e.g., Excavators, Bulldozers, Loaders, Skid-Steers, Backhoes)
- General Safety Training

- Mobile Elevated Work Platform (MEWP) Operation
- Welding & Cutting
- Rigging
- Mechanical Lifting (e.g., Cranes, Forklifts, Telehandlers)
- Firefighting & Fire Prevention
- Scaffolding
- Diving & Underwater Work
- Mechanical Work (e.g., servicing heavy equipment)
- Radiation Safety

### Equipment

Equipment must be certified, inspected, and examined to meet the legal requirements and/or international standards, ensuring safe working conditions before being mobilized and operationalized on a GYSBI project. These certifications ensure that the equipment have been tested by a competent/certified party and fit for use on the project within given dates. Below are equipment that must be inspected/tested & certified:

- Fire extinguishers,
- Lifting appliances (cranes, forklifts, telehandlers, MEWPs, HIABs, etc.),
- Lifting accessories (slings, shackles, hooks, lifting beams/spreader bars,
- Lifting assemblies, lifting frames, man baskets, chain blocks, etc.),
- Earthmoving & heavy machinery,
- Powered access equipment (scissor lifts, MEWPs, etc.),
- gas detectors,
- Fall protection equipment (harnesses, lanyards, lifelines, etc.).
- All measurement devices/equipment – Gauges, Meters, Detectors, Sensors, Load Cells etc. – used for monitoring shall be maintained, calibrated, or verified as applicable, at appropriate frequencies, where indicated by manufacturer requirements, to ensure valid results are produced.

## EXECUTION AND ASSESSMENT

### External Parties Work Activity Safety Requirements

#### Permit to Work (PTW) 'Work Permit'

GYSBI's Permit to Work (PTW) system, administered under its Control of Work (CoW) framework, is designed to ensure all work conducted by external parties, including contractors, tenants, service providers, and clients, is executed safely, with appropriate authorizations and hazard controls in place.

The PTW system ensures that:

- Proper authorization is granted before undertaking designated or high-risk activities.
- All persons involved are fully aware of the task, associated hazards, and control measures.
- The relevant area owners are informed of any planned work within their jurisdiction.
- QHSSE reviews and approvals are traceable and documented.
- Worksites are verified safe and operational following the completion of activities.

External parties must apply for permits through the GOARC QHSSE platform, ideally 24 hours in advance of the intended activity. For short-notice work, approval from the Issuing Authority (IA) is required. The IA, assigned based on work location, will be communicated by the Project Manager.

Where work is planned in areas that do not operate 24/7 (e.g., warehouses), permits must be submitted during operational hours the day before the activity.

Only persons who have completed GYSBI's GOARC PTW training may submit permit applications on behalf of their organization. If changes to the scope arise



or simultaneous activities are planned, coordination is required between the IA, the external party, and the GYSBI representative.

The Authorizing Authority/QHSSE has the responsibility and authority to stop the work at any time to inform and advise the Performing Authority if the safety situation on the job does not meet the conditions of the Work Permit. All permits will be withdrawn during emergency or incident situations until it is deemed safe to resume work.

### Hot Work Permits

Hot Work Permits are required for any work that involves potential or actual sources of ignition, presents a fire or explosion risk, or could release toxic fumes due to the application of heat. External parties must obtain a Hot Work Permit before starting such activities.

#### **Examples of hot work include, but are not limited to:**

- Burning, heating, or welding
- Cutting and grinding
- Working on live electrical equipment
- Use of portable combustion engines or powered electrical tools

A designated fire watch must be assigned to all hot work activities. This individual must be trained in basic firefighting and equipped with suitable fire extinguishers based on the hazards present.

### Confined Space Entry Certificate

Before entry into any confined space, external parties (including contractors, service providers, or tenants) must complete a Confined Space Entry Certificate, which outlines all safety precautions required. A gas test must be performed beforehand, and the results must be documented to confirm whether the space is free from hazardous fumes or gases, or if additional safeguards are needed before entry.

External parties must follow GYSBI's Confined Space Entry Procedure and complete all required documentation associated with this process.

The gas testing must be conducted by a certified and competent Authorized Gas Tester (AGT). The gas monitor used must:

- Be appropriate for confined space testing (detecting oxygen, flammable, and toxic gases)
- Be intrinsically safe and calibrated
- Include necessary features such as probes for remote testing, if applicable

External parties must provide proof of the gas tester's certification and valid calibration records for the equipment. It is strongly recommended that a backup gas monitor be available in the event the primary monitor becomes defective.

A Permit to Work will not be issued unless the Confined Space Entry Certificate is fully and correctly completed and submitted to GYSBI for validation.

### Isolation Certificates

Isolation Certificates must be completed and approved according to GYSBI's established process. This ensures that all hazardous energy sources have been safely isolated, locked out, and verified.

External parties, including contractors, tenants, and service providers, must not commence any isolation-related activities until all necessary controls are verified and in place. Where external parties maintain their own internal isolation certificates, these may be accepted only if they reflect the core requirements of GYSBI's Isolation Certificate and LOTO (Lock Out / Tag Out) procedures.

GYSBI's Isolating Authority list must be used to, at a minimum:

- Verify the contractor's isolation, and
- Apply an internal GYSBI locking system, with keys retained and controlled by GYSBI throughout the duration of the isolation.

No Isolation Certificate will be considered effective without full application and verification of GYSBI's LOTO system

### Lock-Out/Tag-Out System

The Lock-Out/Tag-Out (LOTO) system at GYSBI is a critical safety control to prevent the unintended release of hazardous energy during servicing, maintenance, or repair of equipment and systems such as electrical panels, pipelines, valves, or pressure systems.

External parties must ensure all isolation activities follow GYSBI's LOTO procedure before work begins. This includes:

- Identifying all energy sources associated with the task,
- Isolating those sources using the appropriate shut-off devices,
- Applying locks and tags to communicate that the system is not to be re-energized, and
- Confirming zero energy before work commences.

Where external parties have their own isolation certificates, these may be accepted if they meet the minimum standards of GYSBI's system. However, GYSBI's isolating authority list must be used to verify isolations, and internal locks will be applied with key control remaining with GYSBI.

Only authorized and competent personnel may place or remove LOTO devices. The work area must remain secured under lock-out until GYSBI verifies it is safe to return to service.

Failure to comply with LOTO procedures will be treated as a serious safety breach and may result in removal from site or contract termination.

❖ Reference: QH-PR-002 [Permit to Work \(PTW\) Procedure.docx](#)

## Excavation

All excavation activities conducted by **external parties** at GYSBI-controlled facilities must be authorized through a formal **Permit to Work (PTW)** process, including the completion of the **Excavation Work Permit Form (CO-FO-097)** via the **GOARC platform**.

To ensure safety and compliance:

- The PTW must clearly indicate the scope of excavation work and be accompanied by supporting documentation, including **site drawings that identify existing underground utilities**.
- **Utility scans** must be conducted by trained and competent personnel before any excavation begins.
- If the **excavation exceeds 5 feet in depth**, a **soil analysis** must be completed to determine the required **protective system** (e.g., shoring, shielding, sloping).
- A **Rescue Plan** is mandatory for all work involving **trenches or pits deeper than 5 feet**, outlining emergency response procedures and equipment to be used.

No excavation shall begin unless all permit conditions are met and verified by GYSBI's designated Issuing Authority.

## General Hazard Prevention

Hazards and risks associated with external party activities at GYSBI sites must be proactively identified, assessed, and controlled in accordance with **GYSBI's Risk Assessment Procedure**. This ensures consistent application of risk management practices across all operations.

Hazards may be identified through the following activities:

- During planning and execution of work
- Routine workplace and area inspections
- Pre-use equipment inspections

- Incident and near-miss reporting and analysis
- Internal or external audits
- Process and operational monitoring
- Walk-through safety checks by GYSBI or external parties

Once hazards are identified, they must be assessed and addressed using the **Hierarchy of Controls**, ensuring risks are reduced to a level that is **As Low As Reasonably Practicable (ALARP)**.

Below highlights some of the hazards that can potentially be present on worksites and the necessary safeguards that should be utilized to control them on GYSBI project sites.

### Manual Handling

Where manual handling is required, external parties must conduct a risk assessment to evaluate the potential for injury and identify appropriate controls. This includes ensuring workers receive manual handling training and are aware of proper lifting techniques.

The findings of this assessment must be documented either within the Job Safety Analysis (JSA) or the S.L.A.M. Last Minute Risk Assessment (LMRA).

Contractors and service providers are responsible for providing suitable mechanical aids, lifting devices, or powered equipment to reduce or eliminate the need for heavy manual lifting wherever possible.

❖ Reference: OP-PR-034 [Manual Handling Procedure.docx](#)

### Hand Tools

External parties must ensure that all hand tools are inspected before use to confirm they are free of defects and appropriate for the intended task.

Use of exposed straight-edged knives or razors is prohibited unless no safer alternative exists. In such cases, this activity is considered controlled and requires:

- Approval from GYSBI's Security Manager and the Client
- Use of appropriate PPE, including cut-resistant gloves and/or sleeves

Wherever possible, safety knives or alternative tools must be used to minimize risk.

Reference: OP-PR-043 [Hand Tools \(Non-Powered\) Procedure.docx](#)

### Portable (Powered) Tools

External party personnel are required to visually inspect portable powered tools before use. If the tool is broken, cracked, missing parts, or worn down, the tool shall be taken out of service and reported to the contractor's supervisor & client.

- ❖ Reference: OP-PR-044 [Hand Tools \(Powered\) Procedure.docx](#)

### Working at Heights

All work at height (WAH) activities performed by external parties—including contractors, subcontractors, tenants, and service providers—must comply with applicable Workplace Safety and Health Regulations and GYSBI's internal procedures.

Key requirements include:

- Avoiding WAH where reasonably practicable
- Implementing a Fall Prevention Plan
- Using fall protection systems (e.g., guardrails, edge protection, barriers)
- Providing training and supervision for workers performing WAH tasks
- Ensuring the use of fall arrest PPE (e.g., full-body harnesses, lanyards)
- Ensuring tools and equipment are safely tethered to prevent dropped-object incidents

External parties must ensure that any work involving the potential for a person or object to fall from one level to another is planned and controlled to reduce the risk of injury.

- ❖ Reference: QH-PR-005 [Working at Height Procedure.docx](#) & QH-PR-020 [Dropped Object Prevention Scheme Procedure.docx](#)

### Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) refers to clothing and gear used to protect individuals from residual hazards that cannot be eliminated through other controls.

All external parties—including contractors, subcontractors, tenants, service providers, and visitors—must comply with GYSBI's PPE standards when accessing operational areas.

Minimum Mandatory PPE:

- Hi-Visibility Coveralls
  - *(Hi-Visibility Vest/Clothing acceptable for supervisors, managers, or others not engaged in physical tasks)*
- Hard Hats
- Safety Glasses
- Protective Safety-Toe Footwear
- Hand Protection (Gloves) – *Required for all physical/manual work activities*

Additional PPE requirements must be determined during the pre-engagement or pre-construction phase and documented through Job Safety Analysis (JSA) or SLAM Last Minute Risk Assessments (LMRA), depending on the scope of work.

### Exceptions

PPE is not required when:

- Inside buildings or enclosed vehicles.
- Walking directly between an enclosed vehicle and a nearby building, provided the path does not pass through an operational area.

Emergency Responders (GYSBI Emergency Response Team, Fire Department, Military, and Law Enforcement personnel) are exempt from standard PPE requirements during emergency responses. Their required PPE will be determined by the On-Scene GYSBI QHSSE Manager, QHSSE Advisor, or Project Manager based on the nature of the incident.

Contractors and other external parties must:

- Provide their personnel with appropriate PPE based on risk assessments.
  - Supply suitable weather protection PPE (e.g., waterproof/rain gear) for personnel working outdoors during inclement weather.
  - Ensure that visitors entering GYSBI-controlled areas are equipped with PPE at the contractor's expense. It is recommended that contractors keep standby PPE available for visitors to prevent access delays.
- ❖ Reference: QH-PR-019 [Personal Protective Equipment \(PPE\) Procedure.docx](#)

## Communication

### General

Contractors and other external parties may be required to participate in QHSSE coordination meetings with GYSBI and/or GYSBI's Client, depending on contractual obligations, the scope of work, or the nature of ongoing activities.

These meetings may be convened to address topics such as:

- Compliance and conformance with QHSSE requirements
- Corrective action follow-up and status updates
- Site inspections and audit findings



- Incident and near-miss investigations
- Lessons learned and best practices
- Procedure clarifications or updates
- Performance trends and risk controls

Meeting frequency and participation expectations will be determined in collaboration with the Project Manager or QHSSE Management and reflected in the relevant work plan or contract.

Where meetings are held, contractors are expected to close out any resulting action items within the agreed timeframe. Persistent delays in action closure may be escalated to senior management of GYSBI, the external party, and/or the Client for resolution.

If an existing meeting structure is in place, it may be used to incorporate QHSSE matters as appropriate.

#### External Parties GOARC Reports

The GOARC QHSSE Platform is one of GYSBI's online, digital databases which facilitates remote monitoring and real-time data visualization in a single command centre, allowing the GYSBI Team to:

- analyze all relevant system data in real-time,
- monitor work Permit activities,
- connect with contractors more easily and,
- respond to and address issues more efficiently.

Where the contractor can prove that their HSE management system is fit for risk and outputs the relevant reports, they will be allowed to use theirs, given that their reports will be available at any time for review by the client.

If the relevant records cannot be generated and kept adequately, the contractor will be required to utilize the GAORC platform to generate the relevant

reports, allowing the client to review the daily completion of proactive indicators to ensure a continued safe site.

### External Parties Safety Reports

Where observations and/or interventions are made by a GYSBI representative, these are logged into the GOARC system. The designated representative of the external party with GOARC will receive notifications for awareness and/or action. External parties are responsible for reviewing these entries, following up on the concerns raised, and taking appropriate corrective or preventive actions as required.

### Cellular & Wireless Devices Usage at GYSBI

The use of Cellular/Mobile phones presents a significant hazard, given the distractions they create, especially at GYSBI's facilities.

As such, GYSBI has implemented a Cellular and Wireless Device Usage Policy, applicable to all Employees, Clients, Contractors, Tenants, and Visitors, which offers general guidelines for the use of personal and company phones during working hours in certain locations; to minimize distractions, accidents, and frustrations improper cellular phone use can cause. Cellular phones should not be used when they could pose a security or safety risk, or when they distract from work tasks.

Areas where cell phones can be used at the Port Facility and GIE are labelled as cell phone friendly zones and are highlighted to personnel during the induction on VMS and discussed during the task specific TBT held in the respective area.

If the area does not have a cell phone friendly zone or it is inconvenient and impractical to get to the designated area zone, another zone can be created temporarily for the area/activity after consultation & assessment with the client. This new zone, if created, will need to be demarcated and communicated to all stakeholders associated with the activity/project.

- ❖ Reference: QH-PO-004 [Cellular and Wireless Devices in the Workplace Policy.docx](#)

### Working Around Mobile Equipment (WAME)

External Parties conducting activities required to actively manage Work Zones and Red Zones while operating within GYSBI-controlled facilities, in line with GYSBI's WAME Life Saving Actions guidelines.

A Red Zone is any area where there is increased risk due to the presence or movement of equipment, active machinery, or other hazardous operations. Proper management of these zones is essential to protect personnel and prevent incidents involving interaction with equipment or moving vehicles.

To maintain a safe work environment and uphold GYSBI site safety standards, External Parties must adhere to the following:

- Banksman Requirement: All mobile equipment and machinery must be guided by a trained banksman when operating within a work zone, especially when reversing, manoeuvring in tight areas, or moving while loaded.
- Work Zone Demarcation: Work zones must be clearly marked using cones, caution tape, barricades, or other effective methods to alert and guide personnel.
- Red Zone Identification: Stationary or operational heavy equipment (e.g., cranes, MEWPs, telehandlers, excavators) must have their operational range cordoned off to visually indicate the red zone.
- Pedestrian Segregation: Where there is a risk of personnel being struck by equipment such as dump trucks, front-end loaders, graders, skid steers, or rollers, designated pedestrian routes must be implemented and clearly marked to separate foot traffic from vehicular movement.

External Parties are expected to review these controls with their teams during pre-task planning and Toolbox Talks and to reinforce red zone awareness throughout the activity.

- ❖ Reference: GYSBI-SI-001 [Requirement for Banksman](#), GYSBI-SI-002 [Red Zone Management at the Main Base and Annex](#)

### Smoking

GYSBI is committed to providing and supporting a smoke-free work environment for all personnel, including External Parties. The objective is to protect individuals from exposure to second-hand smoke and encourage safe and healthy behavioural practices.

To maintain this standard, External Parties must comply with the following no-smoking rules:

- Smoking is prohibited in:
  - Any indoor workplace or washroom facility.
  - Any motor vehicle at any GYSBI-controlled location.
  - Outdoor areas within 6 meters of any window, door, or ventilation intake (including air conditioning units).
  - Any designated work area or operational zone.
  - Any area identified as a potential fire hazard.

These restrictions also apply to electronic smoking devices, such as vape pens and e-cigarettes.

Smoking is permitted only in Designated Smoking Areas that are clearly marked with appropriate signage, as identified during the site induction process. These areas are equipped with suitable cigarette butt disposal units.

Where a Designated Smoking Area does not currently exist in proximity to a worksite or facility, External Parties must consult with GYSBI to establish one. The

new area must be clearly demarcated, communicated to relevant personnel, and outfitted with the necessary cigarette disposal equipment.

❖ Reference: QH-PO-002 [Smoking Policy](#)

### Simultaneous Operations (SIMOPS)

All activities and processes conducted at GYSBI-controlled facilities must be planned to ensure that all foreseeable hazards are identified and that associated risks are either eliminated or reduced to as low as reasonably practicable (ALARP) for safe execution.

Activities including simultaneous operations (SIMOPS), shall be overseen by competent and experienced personnel. These individuals must be adequately trained to ensure that all direct and associated risks are identified, evaluated, and controlled through appropriate planning and risk assessments. This planning must involve both GYSBI representatives and relevant External Parties (e.g., contractors, service providers, tenants, or clients).

For exceptional or high-risk undertakings, such as complex operations, major projects, or unique contract scopes, Bridging Documents shall be developed, where applicable, to align GYSBI's QHSSE Management System requirements with those of the relevant External Party. These documents promote effective cooperation, coordination, and collaboration. Where necessary, GYSBI's policies, procedures, or plans shall be revised to reflect the agreed arrangements and maintain alignment.

When activities are conducted alongside ongoing GYSBI operations, the existing SIMOPS Matrix and Procedure shall be used to manage operational interfaces. Coordination with the Permit to Work (PTW) process is required, and the GYSBI Area Authority will use the SIMOPS Matrix as a guide when reviewing and approving simultaneous work.

All process control measures shall be clearly documented, indicating roles and responsibilities, required methods, and performance standards. Records

associated with these controls shall be retained to demonstrate that the activities were carried out safely and in compliance with GYSBI's standards and expectations.

❖ Reference: QH-PR-003-[Simultaneous Operations Procedure.docx](#)

### Emergency Response Management

The primary objective of emergency response at GYSBI is to preserve life, minimize injury, and mitigate environmental impact.

Given that GYSBI operates as a multi-occupancy site with numerous tenants, each possessing their own Emergency Response (ER) Plans, GYSBI has established a site-wide Emergency Response Strategy. This strategy provides overarching direction to ensure coordination and alignment among all parties during emergency situations.

As part of this strategy, all External Parties, including contractors, tenants, and service providers, are required to submit their Emergency Response Plans for foreseeable emergency scenarios, as previously outlined in the Risk Assessment & Safety Plans section of this handbook. These plans will be evaluated and, where applicable, integrated into GYSBI's overarching ER Strategy to ensure seamless coordination and response effectiveness.

External Parties must ensure their personnel are familiar with GYSBI's emergency protocols as communicated during site induction via the Visitor Management System (VMS). During any emergency or event requiring a response within their area of work, they are expected to follow GYSBI's instructions and procedures promptly and cooperatively.

❖ Reference: QH-PL-002 [Emergency Response Strategy.docx](#), QH-PL-007 [Diesel Fuel Farm GYSBI Operations Emergency Response Plan.docx](#), QH-PL-010 [Station Bill Port Facility.docx](#), QH-PL-012 [GYSBI Industrial Estate Emergency Response Plan.docx](#), QH-PL-013 [Station Bill \\_GIE Annex.docx](#), QH-PL-015 [GYSBI Port Facility Emergency Response Plan.docx](#), QH-PL-016

[Person Overboard Rescue Plan - Wharf.docx](#), QH-PR-001 [Investigation - Reporting Procedure.docx](#), QH-PR-013 [Medical Emergency Response Flowchart.docx](#), QH-EX-001 [Fuel Transfer - External ERP.docx](#), QH-EX-002 [Fuel Farm - Operation External ERP \(SOL\).docx](#),

Refer to QH-PL-002-EXC-[GYSBI Emergency Response Contact List.docx](#) for all relevant contact details.

### **Additional Contacts**

Human Resources Manager- T: (592) 227-2380/1 ext. 211 | M: (592) 633-3192

Operations Resources Manager- T: (592) 227-2380/1 ext. 210 | M: (592) 608-5815

### **Environmental Management**

GYSBI is committed to preserving the environment and minimizing the footprint of all project-related activities. External Parties, such as contractors, tenants, and service providers, are therefore expected to take all reasonable steps to prevent environmental contamination or pollution, particularly of soil, air, and waterways within or surrounding GYSBI-controlled locations.

Where activities pose a potential environmental risk, External Parties must prepare and submit an Environmental Management Plan (EMP), as required under the **Risk Assessment & Safety Plans** section of this handbook. This plan should address preventive controls, response actions, and mitigation strategies aligned with the nature and scope of the work.

All project sites managed by External Parties must uphold high standards of housekeeping, including proper storage of materials and equipment. Any hazardous waste generated must be appropriately identified, stored, and disposed of in accordance with applicable local environmental laws and regulations.

GYSBI expects all External Parties to:

- Comply with all environmental legislation and codes of practice relevant to their scope of work.
- Integrate environmental best practices into operational procedures.
- Implement control measures to reduce the risk of environmental impact.
- Ensure clear documentation and traceability of waste management activities where applicable.

Failure to comply may result in enforcement actions or suspension of activities until corrective measures are in place.

- ❖ Reference: [Waste Management Procedure.docx](#), QH-PR-029 [Air Quality Management Procedure.docx](#), QH-PR-030 [Environmental Management Procedure.docx](#), QH-PR-031 [Noise Management Procedure.docx](#), QH-PR-032 [Water Quality Management Procedure.docx](#)

### Security Management

GYSBI maintains a comprehensive Security Plan that outlines potential security risks and the planned responses to events that may affect the safety of personnel, property, and operations across its project sites. This includes strict Entry-Exit Procedures specific to the Shore Base and GIE (Guyana Industrial Estate) facilities, which are designed to maintain control of personnel and protect critical infrastructure in case of any undesired incidents.

The GYSBI Shore Base facility is governed by the International Ship and Port Facility Security (ISPS) Code, which mandates additional maritime security protocols, including restrictions on access, movement control, and behavioral conduct. All External Parties—Contractors, Tenants, Clients, and Service Providers, must comply with these requirements.



### Key Security Expectations:

- External Parties must implement appropriate safeguards to protect their personnel, equipment, and materials while operating on any GYSBI-controlled site.
- Any unique or project-specific security arrangements (e.g., restricted zones, 24/7 surveillance) must be communicated to GYSBI during the planning or preconstruction phase.
- Personnel must follow all site-specific security procedures shared during induction via the Visitor Management System (VMS).
- Prohibited items include firearms, explosives, alcohol, illegal drugs, unauthorized drones, and other items that pose a security or safety risk.

While the Shore Base and GIE operate under centralized security guidance, standalone Security Plans will be developed for other GYSBI-controlled locations or project-specific worksites. These site-specific plans will define local access control, emergency protocols, and communication arrangements, and shall be coordinated with External Parties prior to mobilization.

Failure to comply with security protocols may result in immediate removal from the premises and further escalation to GYSBI and the External Party's senior management

- ❖ Reference: QH-PR-008 [GYSBI Port Facility Entry and Exit Procedure.docx](#), QH-PR-024 [GYSBI Industrial Estate Entry Exit Procedure.docx](#)

### Traffic Management

A key component of safe operations at GYSBI-controlled sites is the effective management of traffic, given the dynamic environment involving the movement of vehicles, equipment, and pedestrians. The interaction between mobile plant and personnel—referred to as Working Around Mobile Equipment (WAME)—

presents inherent risks that must be controlled through structured guidance and proactive planning.

To this end, GYSBI has implemented a Traffic Management Plan applicable to both the Shore Base and Guyana Industrial Estate (GIE). The plan establishes clear controls and protocols to maintain safe traffic flow, reduce congestion, and ensure safe interaction between people and equipment. Key elements of this plan are communicated during the Visitor Management System (VMS) induction.

Expectations for External Parties:

- Where work activities are expected to interrupt pedestrian, vehicular, or equipment traffic, the External Party must develop and submit a project-specific Traffic Management Plan compatible with GYSBI's framework.
- The plan must ensure safe segregation of personnel from moving equipment, designate safe walkways, and highlight equipment zones where applicable.
- If there are any conflicts or deviations between the External Party's traffic plan and GYSBI's, these must be addressed during the pre-construction phase for review and approval.
- All personnel working under the External Party must be inducted into the applicable traffic management arrangements, including any project-specific modifications or restrictions.
- Speed limits must be strictly observed:
  - 15 km/h on site roads
  - 5 km/h within active work zones
- One-way traffic systems must be followed, particularly around the Main Base (MB) area where directional flow is critical.
- Stop signs and other traffic control signage must be obeyed at all times to support safe and orderly movement.

- ❖ Reference: QH-PL-005 [Traffic Management Plan.docx](#)

### Drone Management

For External Parties utilizing Unmanned Aerial Vehicles (UAVs), commonly referred to as drones, during the course of their work at GYSBI-controlled sites, strict requirements and responsibilities must be met to ensure legal compliance, protection of personnel and assets, and alignment with GYSBI's operational standards.

All drone operations must be formally requested and approved in advance, and the following key requirements must be strictly observed:

#### Operational Requirements:

- A comprehensive pre-flight checklist must be completed before every flight and submitted to the GYSBI Representative upon request.
- Drone operations must not occur:
  - Within 30 meters of any person (except the certified operator or their assistant) during take-off or landing.
  - Over or within 150 meters of any congested area or organized open-air gathering.
  - Within 100 meters of any vessel, vehicle, or structure not under the operator's or contractor's direct control.
  - Within 50 meters (vertical or horizontal) of any person, unless risk-mitigated and approved by GYSBI.

#### Certification & Competency:

- Drone operators must possess:
  - A valid certificate of training from the Guyana Civil Aviation Authority (GCAA) or another ICAO-recognized member state.

- Alternatively, operators must demonstrate at least 200 hours of logged flight time as Pilot In Command (PIC) on similar drone systems.

Note: Written permission from the Guyana Civil Aviation Authority and an internal Permit to Work (PTW) issued by the Base Manager at GYSBI are required before flight operations begin.

❖ Reference: QH-PR-025 [Drone Management Procedure](#)

## Projects Specific Assessment

This section applies to all **contractors, subcontractors, and service providers** involved in project work at GYSBI sites. It outlines how GYSBI and external parties will check and review work during the project to make sure everything is done safely, meets legal and contract requirements, and follows QHSSE standards.

### Internal Audits

External parties involved in project execution are expected to carry out periodic self-assessments throughout the lifecycle of the project. These evaluations should confirm alignment with preconstruction and construction requirements, ensure compliance with applicable laws and regulations, and address any non-conformances or non-compliances. Findings and corrective actions must be communicated to GYSBI in a timely manner.

### Second Party Audits

Periodically, GYSBI will audit the HSE Management System arrangements of the external party as outlined during the planning stages of the engagement. This includes reviewing findings from their internal audits, the status of implemented or planned actions, and supporting evidence of proactive and reactive indicators in place. Where deficiencies are identified, the external party is expected to close the gaps within a reasonable or stipulated timeframe

### Monitoring, Analysis, and Evaluation of projects

GYSBI's Quality Assurance/Quality Control (QA/QC) function is responsible for assessing processes, methodologies, and systems to ensure compliance with contractual obligations (applicable to contractors and sub-contractors) and relevant legal and regulatory requirements. The QA/QC team also recommends improvements to enhance conformity. Their oversight includes project-related activities involving external parties in the following areas:

#### Planning phase for all projects

To provide input on the required Quality Control (QC) checks, including defined parameters, acceptable limits, frequency of inspections, equipment calibration verification, and review of material technical specifications.

#### Execution phase for all projects

To conduct monitoring and verification checks in line with contractual and technical requirements, ensuring compliance with applicable international codes and standards throughout project execution.

## Post-Projects HSE Requirements

### Vendor HSE Performance Monitoring

This process involves the internal, periodic completion of GYSBI's Microsoft Online Vendor Assessment Form by relevant department personnel to assess the product and/or service quality and efficiency of External Parties engaged in project activities. Where high-risk services are conducted at any of GYSBI's sites, a second assessment shall be carried out by the QHSSE Department and applicable end users using the Contractor QHSSE Performance Monitoring Form, in alignment with the department's Contractor Assessment Schedule (which may be adjusted based on the period particular External Parties are working on site).

Results of these assessments are transferred to other GYSBI internal processes to guide decision-making for the selection and management of contractors.

- ❖ Reference: QH-PR-015 [QHSSE Vendor Assessment Procedure.docx](#), QH-FO-067 [Contractor QHSSE Evaluation Assessment Form.docx](#), QH-FO-114 [Contractor QHSSE Performance Monitoring Form.doc](#)

## CONTINUOUS IMPROVEMENT

### Improvement Identification

Depending on the project timeline, the External Party's HSE Management Plan shall be continuously reviewed and updated to ensure its ongoing suitability, adequacy, and effectiveness in improving HSE performance. Opportunities for improvement may arise from, but are not limited to, the following sources:

- Internal Feedback (from the External Party)
- GYSBI Feedback
- Lessons Learnt from Incidents
- After Action Reviews (AARs)
- Performance Evaluation Reviews
- Weekly HSE Requirements Review
- Outcomes of Objectives and Targets
- Internal and Second Party Audits
- Emergency Drills
- QA/QC Inspections
- Site Walkthroughs and Inspections
- Daily Monitoring Activities
- GOARC Observation & Intervention (O&I) Safety Reports

## Incident/Accident/Near-Miss

Following an incident, accident, or near miss, the primary objective of the investigation is to prevent recurrence. The responsibility for initiating and leading the investigation lies with the External Party's management team, with support provided by the GYSBI Project and QHSSE Teams. The guiding philosophy behind the event reporting and investigation process is as follows:

- All incidents and accidents are preventable through proactive identification and reporting of unsafe conditions and behaviors.
- Safety is a shared responsibility across all parties involved in the project.
- The External Party is accountable for conducting thorough and accurate analyses of reported events and implementing effective corrective actions to prevent recurrence.
- Continuous reporting and elimination of unsafe acts and conditions contribute to a safer working environment.

### Reporting & Investigation Protocol:

- The designated HSE Representative or Supervisor of the External Party must report all incidents, including near misses, injuries, property damage, and fires, to both the GYSBI QHSSE Project Manager and Site Project Manager.
- Serious incidents (e.g., fatalities or major injuries) shall be investigated jointly by GYSBI's Project Manager, QHSSE Project Manager, and the External Party's HSE Representative and Supervisor.
- Verbal notification of any incident must be made immediately, followed by a formal written report within 24 hours to the GYSBI QHSSE Project Manager and Project Manager.
- The level of investigation shall be based on the actual and potential harm levels, using EMGL's AHL\_PHL Hurt Free Guidance. The applicable Incident Investigation Form will be provided by GYSBI upon initial notification.

- Corrective actions arising from the investigation will be tracked through GOARC. These actions will be assigned to the External Party by GYSBI and are expected to be addressed within the defined timeframes.
  - Lessons learned must be communicated by the External Party to all relevant personnel, especially those directly involved in or affected by the incident.
- ❖ Reference: QH-PR-001 [Investigation - Reporting Procedure.docx](#)

## Nonconformity and Corrective Action

Any Nonconformity (NC) identified through drills, audits, inspections, incidents, observations, or complaints must be documented and reported to GYSBI. It is the responsibility of the External Party to take timely and appropriate action to address and close out the NC.

The GYSBI QHSSE Project Team will assign and track NC-related actions via the GOARC platform. These actions will be monitored to ensure that effective controls and corrections are implemented by the External Party.

The External Party is required to identify and address the root cause(s) of the nonconformity, implement corrective actions to prevent recurrence, and demonstrate the effectiveness of those actions. Follow-up reviews may be conducted by GYSBI as necessary to verify closure and effectiveness.

- ❖ Reference: QH-PR-028 [Non-conformity and Corrective Action Procedure.docx](#)

## Respectful Workplace & Behavioral Expectations

### Code of Conduct

All external parties interacting with GYSBI, such as contractors, service providers, clients, and vendors, are expected to adhere to GYSBI's Code of Conduct, which promotes ethical behavior, mutual respect, and a safe, inclusive work environment.

The Code outlines expectations for conduct in areas such as:



- Professionalism & Ethics: Parties must uphold integrity and comply with all laws, regulations, and contractual obligations. Misrepresentation, falsification of records, and fraudulent acts are strictly prohibited.
- Workplace Behavior: Discrimination, harassment (including sexual harassment), bullying, threats, and any form of violence are not tolerated. Respectful communication and cultural awareness are expected at all times.
- Use of Property & Confidentiality: All GYSBI resources, equipment, and proprietary information must be used responsibly and only for their intended business purposes. Confidential information must not be disclosed without proper authorization.
- Conflict of Interest: Any potential conflicts of interest must be declared and discussed with GYSBI representatives. Business dealings must remain impartial and transparent.
- Gifts & Gratuities: External parties must not offer gifts, bribes, or other benefits to influence business decisions. Modest tokens of appreciation must comply with the company's gift policy (e.g., under USD 50).

Failure to comply with this Code may result in removal from the site, contract termination, or further action.

For detailed expectations, refer to **HR-PO-007 – Code of Conduct Policy** or contact GYSBI's Human Resources or QHSSE departments.

❖ Reference: HR-PO-007 [Code of Conduct Policy.docx](#)

### [Sexual Harassment Policy](#)

GYSBI maintains a zero-tolerance approach to sexual harassment across all work environments. All external parties—whether Contractors, Clients, Service Providers, or others interfacing with GYSBI—are expected to uphold respectful,

professional conduct and comply with the standards outlined in GYSBI's Sexual Harassment Policy (HR-PO-021).

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment. This applies to both in-person and virtual (online) interactions.

**Expectations:**

- Maintain a professional environment free from sexual harassment and intimidation.
- Refrain from behaviors such as unwanted touching, sexual jokes, lewd gestures, or inappropriate comments.
- Avoid sending, posting, or displaying sexually explicit material in any format (emails, texts, images, etc.).
- Do not exert power or influence to solicit sexual favors in exchange for preferential treatment (quid pro quo).
- Respect personal boundaries and report any conduct that violates this policy.

**Reporting:**

Any external party who witnesses or experiences sexual harassment while engaged in work or activities at a GYSBI-controlled site must report the matter immediately to their GYSBI point of contact or to GYSBI's Human Resource Department. All reports will be treated with confidentiality and investigated appropriately.

**Consequences:**

Confirmed breaches of this policy may result in removal from site, termination of contractual engagement, or other appropriate disciplinary actions as determined by GYSBI.

**Note:** External parties are also expected to respect the boundaries of consensual relationships in the workplace and formally disclose such relationships to GYSBI in alignment with the relevant HR policies if there is a power imbalance.

## 6 RECORDS

Refer to the relevant procedures referenced for guidance on the use of applicable forms for the creation of records.

### REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	01 Jul 2025	Allan Lambert Marvin Mclennon Leah Milo	Eroy Vankennie	Initial release of document