

Health, Safety and Environment Management Plan

1. Company Details

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HSE Manager:
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Company Activities: Specializing in Engineering services including inspection, Environmental Impact Assessments, ISO and Safety training.

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2. Health, Safety and Environment Policy

Al-Rook Co. is dedicated to ensuring a healthy and safe work environment for its employees, subcontractors and other persons who may be affected by its work activities. In addition, we are committed to reducing our impact on the environment consistent with local laws, contractor standards and international norms.

As a company our goals are:

- to provide adequate control of the health and safety risks arising from our work activities;
- to comply with or exceed local laws, contractor standards and international norms with regard to health, safety and environmental protection.
- to consult with our employees, contractors, and subcontractors as well as other relevant stakeholder on matters affecting health, safety and environmental issues;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide appropriate PPE for all personnel and enforce use of said PPE;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

In addition Al-Rook is committed to ensure up-to date and state-of-the-art training for all employees on safety issues.

3. Responsibilities

Overall responsibility for HSE policy and implementation is held by the General manger of Al-Rook Co. Day to day implementation and supervision of HSE issues will be the responsibility of a designated HSE manager. However, all supervisory personnel will have responsibility for maintaining safe conditions and enforcing HSE regulations within their sectors and all employees will have responsibility for following HSE rules, reporting hazards and risks, and in general maintaining a safe work site and reducing damage to the surrounding environment.

For every specific contract and/or work site, a site-specific HSE policy will be written up by the HSE manager in consultation with the contractor, subcontractors, ad other relevant stakeholders. One site-specific employee will be appointed as HSE officer. The HSE officer will be responsible for:

- Inducting all workers at the site by going over safety procedures and policies (all workers to read and sign a copy of the site-specific HSE policy in a language they

understand). Casual workers and visitors will also need to read and sign said policy before being allowed on the site;

- Making sure that all workers and visitors are provided and use appropriate PPE;
- Ensuring that all HSE policies are complied with;
- Reviewing the maintenance of all equipment being used and keeping documentation;
- Holding a weekly “toolbox” meeting to discuss safety issues relevant to work underway;
- Reporting any accidents, near misses or incidents that may occur on the site and participating in investigations of same.
- Identifying and correcting potential hazards and, if necessary, advising the HSE manager and President about safety issues that may require changes in policy or larger-scale amelioration;

For sites with over 30 employees the HSE Officer will be a full-time position. For sites with less than 30 employees the HSE Officer may have other duties but must spend at least 1 hour per week on HSE related activities per site-specific employee. The HSE officer cannot be the overall supervisor of the site.

4. Scope and Construction Activity Details

List Major activities

- Environmental Impact Assessments
- Engineering Safety Inspections
- Training

5. Safe Work Method Statements

For all high-risk activities, a Safe Work Methods Statement will be prepared by the HSE Manager. The SWMS will be read and signed by all staff involved in the activity and a copy kept on site for review and guidance. Generic SWMS statements will be modified to match local conditions. High risk activities include but are not limited to the following:

- Work at heights of more than two metres (falling risk)
- Demolition (explosion, falling debris risk)
- removal or disturbance of asbestos (inhalation risk)
- driving (traffic, collision risk)
- trenches or shafts deeper than 1.5 metres (caving risk)
- temporary supports for structural alterations (collapse risk)
- powered mobile plant (movement/crushing risk)
- explosives (explosion risk)
- confined spaces (entrapment risk)
- tunnels (caving risk)
- tilt-up or precast concrete (crushing risk),

or work that is in, on or near:

- electrical installations or services (electrocution risk)
- roads or railways in use by traffic (collision risk)
- water/liquids that pose a drowning risk (drowning risk)
- telecommunications towers (electrocution risk)
- pressurised gas distribution mains or piping (explosion risk)
- artificial temperature extremes (heat exhaustion/freezing risk)
- contaminated or flammable atmospheres (explosion or inhalation risk)
- chemical, fuel or refrigerant lines (explosion, inhalation, contact, spillage risk)

6. Hazard & Risk control register

For each site and/or activity, the HSE manager shall design a new or modify an existing Hazard and Risk Control Register. The register will list site/activity Hazards and Risks and steps to reduce them. Such steps will be classified according to the Hierarchy of Control:

1. **Elimination:** can the activity be eliminated? (for example, smoking in a worksite with flammable substances)
2. **Substitution:** can a less hazardous activity or material be substituted? (For example, building a scaffold rather than using a mobile telescope platform)
3. **Engineering controls:** can the danger be physically blocked? (For example, putting a hand guard on machinery, using concrete barriers to separate road workers from traffic, putting wire fences around work sites to prevent unauthorized access, etc.)
4. **Administrative controls:** can training or use of warning signs reduce risk? (For example, making sure that all operators are licensed, that workers have had safety training, and that warning signs are posted listing potential dangerous conditions such as the presence of flammable or toxic chemicals, or the edges of pits and ditches.
5. **Personal Protection Equipment:** can risk be reduced by using appropriate PPE (For example, hard hats and strong work boots, harnesses for working at heights, safety goggles for workers using power saws and welding equipment.)

7. First Aid and Injury Management

Every work site managed by Al-Rook, Co., will have a First Aid kit specific to the potential hazards of that worksite. For example, material for dealing with cuts and scrapes (all sites), back brace and splints for broken arms and legs (if there is a falling, collision, or crushing hazard), and recommended antidotes for toxic substances present at the site. This kit will be inspected weekly by the HSE officer to ensure it is complete and all medications up-to-date.

For each work site the closest local doctor, clinic, ambulance service, and hospital will be identified which is qualified to handle medical emergencies that could occur at the work site. Contact information for these services will be posted in a public location at the site, and included in the first aid kit.

8. Emergency Procedures

At all worksites the following emergency procedures will be followed after any incident which involves injury to workers, environmental danger, or collapse or dangerous malfunction of machinery.

In all cases, the first step will be **to stop work until the situation has been reviewed to make sure there are no further hazards to staff. If possible, staff should remove themselves from the area of the incident unless they are involved in responding:**

FOR AN INCIDENT INVOLVING INJURIES OR DEATH

- 1) Local medical services must be immediately contacted.
- 2) First aid will be administered where possible, but if possible head or back injury has occurred the patient should wait to be moved by an experienced medical person if that is possible.
- 3) As soon as possible the HSE Manager and the President should be notified to initiate response.

FOR AN INCIDENT INVOLVING ENVIRONMENTAL HAZARDS

- 1) If possible, steps should be taken immediately to reduce spillage or other environmental effects
- 2) HSE manager, the President and the contractor should be notified as soon as possible to evaluate further steps and clean up.

FOR AN INCIDENT INVOLVING STRUCTURAL COLLAPSE OR EQUIPMENT FAILURE WHICH POSES A HAZARD TO WORKERS BUT NO INJURY

- 1) HSE Manager and the President should be notified immediately to evaluate damage and continued safety of the site.

In all cases, work at the site will resume only after it has been inspected by the HSE manager or the President and declared safe.

9. Public and Environmental Protection

At all worksites, the HSE Manager will establish policies and practices to prevent damage to the public and the environment following the Hierarchy of Control. For example, where possible, public access will be prevented or regulated at every worksite through the use of barriers or, where that is not possible, by the designation of staff to supervise public traffic through the site.

Environmental issues will be similarly addressed to make sure that:

- 1) Toxic substances are not spilt
- 2) Waste materials and garbage are properly disposed of and not left at or around the site

- 3) Bathroom facilities are provided where necessary
- 4) Other precautions are taken as necessary

10. Site Rules

At all sites the following rules will apply. Additional rules will apply as necessary according to the site Hazard and Risk Control Statement.

- 1) All personnel and visitors to read and sign the site safety policy before entering the site for the first time.
- 2) Smoking will be allowed only in designated areas
- 3) All personnel and visitors to wear appropriate PPE at all times when on site and when engaged in specified activities
- 4) Only authorized personnel are permitted to use power equipment or operate machinery.
- 5) All personnel and visitors are to obey warning and danger signs and obey all instructions related to safety precautions.
- 6) All personnel must review and sign the Safe Work Methods Statement for their task before beginning work.

11. Incident reporting and investigation

Any incident which results, or could have resulted, in injury, death, environmental damage or destruction or damage to property worth more than \$500 shall be immediately reported to the HSE officer, HSE manager and the President of the company as well as to the contracting organization and relevant government offices. An "Incident Report Form" shall be filled out by the HSE officer or manager. The HSE manager will be responsible for investigating the cause of the incident and recommending specific action to prevent future reoccurrence of the incident.

Incidents may be caused by one or more of the following:

- Operator error (training and possible disciplinary action)
- Mechanical failure (maintenance)
- Inadequate controls (revise safety policy)

Incident reports and their recommendations will be shared with all stakeholders and relevant action will be taken.

Any recommendations by contractors or government safety inspectors will be immediately reported to the HSE Manager and President and a response will be filed with the relevant organization within 5 working days.

12. Specialised Work or Licensing



Al-Rook, Co. staff have or will obtain the following licenses and certificates:

- Relevant professional certificates (i.e. welding inspection, radiography testing, crane & elevator inspection, etc.)
- Operator licenses for relevant vehicles and equipment
- IOSH Working Safely (to be obtained for all permanent field staff)
- IOSH Managing Safely (to be obtained for field supervisors, site managers and site HSE officers)
- NEBOSH IGC (to be obtained by HSE manager and full-time HSE officers)

Copies of all licenses and certificates will be available upon request. An up-to date list of all certified staff will be an appendix to this policy.

13. Induction Requirements

All workers on Al Rook, Co. work sites must complete a safety orientation before entering any work site. This orientation will include a review of HSE specific safety policies, the Safe Work Method Statement for their activity and the Hazard and Risk Control Register for their site and activity. As a part of this orientation they must sign a statement that they have reviewed and understood these documents.

In addition, it is the goal of Al-Rook Co. that all field supervisors and managers complete an IOSH Managing Safely certificate (or equivalent) and all workers complete an IOSH Working Safely certificate (or equivalent) within a year of the implementation of this policy and thereafter within three months of employment.

In addition, all workers will be required to participate in contractor safety induction procedures as specified by contract.

14. Plant and Equipment Register

A list of all plant and equipment owned by Al-Rook, Co. and their maintenance schedules is available upon request.

15. Chemical Management

A list of all chemicals and other toxic substances that are used by Al-Rook, Co. must be included in each contract. This list must include information about health and safety risks posed by said substances as well as medical procedures to be used in case of exposure and containment and recapture procedures to be used in case of environmental spills.

16. Safety Monitoring

AL-ROOK

Engineering Services Co. Ltd
Inspection, Destructive & Non Destructive
Testing & Engineering Consultancies



شركة الرخ

للخدمات الهندسية المحدودة
فحص هندسي و فحوصات اتلافية ولا اتلافية
واستشارات هندسية

Al-Rook, Co. will complete an annual safety report for each contract valued over \$100,000 per annum. A company-wide report will also be prepared to include all activities and contracts. This document will be available for review by relevant government officials and current and potential contractors.

The report will detail all incidents reported to the HSE manager and steps taken to improve safety. It will also include a summary of HSE activities such as Risk Assessments undertaken, actions to improve safety and environment, training activities, and relevant statistics such as LTI and TRIR.

17. Subcontractor Management

All Al-Rook, Co. subcontractors will be required to fulfil all aspects of Al-Rook, Co. HSE Policy. Any additional requirements imposed by Al-Rook, Co. contractors will also be enforced by Al-Rook, Co. on its subcontractors. This will include:

- All induction requirements, including participation in safety training as detailed above in section 13 before workers are allowed into Al-Rook, Co. worksites.
- Safety inspections of equipment and review of maintenance schedules for all equipment used on Al-Rook, Co. worksites.

18. Sign Off

This Health, Safety and Environment policy has been approved by the GM of Al-Rook, Co. It will be reviewed as necessary and at a minimum annually during preparation of the annual report.

Signed:

Samier M. Raouf
Al-Rook Engineering Services Co. Ltd.

