

SAFETY POLICY & PROGRAM

INTRODUCTION

In modern oil and gas production processes have become more highly sophisticated, so has our understanding of how to create a safe, healthful work environment.

In the past, "Accident prevention" simply meant freedom from serious injuries and property loss.

Today, however, "Loss Control" covers not only injury but occupational disease and environment concerns along with fire and property damage control. This new understanding of safety is reflected at all levels of management from the junior employee to the line supervisors.

Loss control is considered so essential a function that in **ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST.** Safety performance is included as part of a supervisor's overall job evaluation.

As a result, today's supervisor must become skilled in three aspects of loss control:

1. Learn to recognize hazards.
2. Learn to acceptable level of risk for department operations.
3. Learn how to control these hazards to prevent injuries, illness and property damage.

DEFINITIONS:

1. Company

It includes **ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST.**

2. Contractor

It indicates the company so designated in a contract with the company for any work or service.

3. Subcontractor

It indicates any legal entity other than the company and the contractor, for the performance of any part of the work.

4. Third Parties

It indicates all parties other than the company, contractor or its subcontractor.

5. Applicable Safety Laws

It indicates international, national, regional, local or otherwise laws.

LEGAL REQUIREMENTS AND REGULATION

1. **ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST.** safety manual must be applied in Our offices and inside any place or location where our company is working.
2. When we are working for others , our examples will comply with the applicable Safety laws ,whether international, national , regional, local or otherwise. Also , Our employees will comply with all applicable regulations including work permit Systems and safe working practices for the companies which we are working for.
3. **ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST.** will take all the necessary safety Precautions to protect our personnel, property and the environment ; also the same efforts will be taken when we are working for.

COMMITMENT & POLICY

1. Policy statement
2. Objectives
3. Philosophy
4. Company Policy
5. Policy Execution
6. Responsibilities
7. Safety and Environmental Targets

1. POLICY STATEMENT ON HELTH, SAFETY AND ENVIRONMENTAL PROTECTION

We, are the management, are committed to the implementation of a policy to prevent losses arising from accidents to people, damage to plant and equipment , unplanned process downtime and adverse effects on the environment.

We will provide and maintain a safe and healthy work place and will try to eliminate hazards which May result in personal injury or illness, damage to property, fires , security losses and harm to the natural environment.

To achieve this we will:

- Maintain an effective management organization in which responsibilities are clearly defined and standards are set for performance within loss prevention environment.
- Ensure that management personnel and employees are properly trained.
- To increase the knowledge and skills required to carry out their functions.
- Conduct a variety of planned inspections (drills) to identify hazards and loss potential.
- Reports , investigate and analyze accidents and incidents in order that management and employees may identify means of control to prevent future loss.
- Develop plans and training programs to ensure effective response to emergency situations.
- Provide clear instructions to employee on how to carry out their work safety by using established work rules and practices and personal protective equipment.
- Maintain a high level of occupational health and hygiene protection for all personnel.
- Promote good communications for the stimulation of Health, Safety and Environmental (HSE) awareness.
- Ensure that progress in implementing this party is periodically measure and the results Evaluated

2. OBJECTIVES

By formally issuing this policy, **ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST.** management wants to:

- Achieve a good understanding by all staff of the importance **ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST.** gives to health, safety and environment conservation.
- Eliminate incidents in the work place and avoid any ill health resulting from activities at work.

3. PHILOSOPHY

ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST. management is convinced that:

- Incidents are responsible.
- Damage to the health of all staff at work is preventable.

- Safety and conservation of the environment is a line responsibility.
- No aspect of **ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST.** activities is more important than the health and safety of its personnel and the provisions of a safe working environment.

4. COMPANY POLICY

It's the company's policy not only to comply with safety and health measures required by law, Regulations or safety but also to act positively to prevent losses arising from incidents, accidents to people ,damage to plant and equipment, unplanned process downtime and harm to the natural environment.

5. POLICY EXECUTION

In accordance with our policy and objectives the company will:

- Employ and provide proper resources to ensure competent advice on safety, health and environmental matters.
- Ensure that management personnel and employees are properly trained to increase the Knowledge and skills required to carry out their functions.
- Ensure that materials ,tools and equipment used are a high standard and quality ,maintained properly and environmentally acceptable.
- Ensure that adequate emergency equipment and emergency procedures are available.
- Ensure that contractors adopt and maintain the same standard with regard to health, safety and environment.

6. RESPONSIBILITIES

- Safety and the prevention of health and environmental hazards are a line responsibility and an integral part of the task of each employee.
- Each employee is responsible for correcting unsafe acts and conditions . He is also responsible for notifying his supervisor if further prevention measures need to be taken For his own safety and safety of his colleagues
- Supervisors are responsible for the health, safety and environmental aspects of the work done under their supervisions.

7. SAFETY AND ENVIORNMENTAL TARGETS

We will provide and maintain a safe and healthy work place . Therefore the employees of

Company and contractors aim for:

- No fatalities

- Prevention of accidents and damage to property
- No adverse effects on the environment.

ROAD SAFETY POLICY

1. OBJECTIVES

ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST. management want to achieve:

- A good understanding by staff working with **ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST.** of road safety and procedures.
- The prevention of road incidents through good road safety management.

2. PHILOSOPHY

- All road accidents are preventable.
- Road safety is a lines responsibility.

3. DRIVE SELECTION

Company appointed drivers should be selected using the following criteria:

- To be literate.
- To be physically fit for the task.
- To be mature.
- To have a positive attitude to road safety and defensive driving.
- To have a basic understanding of car mechanics.
- To have a valid driving license according to Saudi governmental rules.
- Must be familiar with and abide by governmental traffic regulations, respect road signs and speed limitations.

4. GENERAL PRECAUTIONS / OBLIGATIONS

- Seat belts must be installed in the front seats in all vehicles. All drivers, occupants must use these seat belts.
- Picking up hitchhikers is dangerous and prohibited.

- Any automotive incidents involving owned, rented or leased vehicles, minor or major, must be reported as soon as possible to concerned parties and proper reports must be completed.
- A driver should make it a habit to look around the vehicle for potential hazards before entering it and putting it in motion.
- Precautions should be taken to ensure that the way is clear and the driver can see the entire area, and if the cannot, help should be obtained from someone who has unobstructed view.
- If anyone driving a vehicle feels drowsy, another qualified person should drive. If no one else around is qualified, no one should drive it until capable of doing so safety.
- A driver should never attempt to drive a vehicle when he is impaired by alcohol, medication or drugs. Infractions against this rule will result in removal of the driver concerned.
- At least one drive wheel should be blocked before a car is raised with a bumper jack. Keep hands, feet and body in the clear as much as possible to avoid injury in case the jack fails. Never crawl under a vehicle raised by a bumper jack or any other support that could fail and allow the vehicle to fall.
- Driving is a full time job. Drivers should not engage in any other activities. For example, to encode radio or updating records, a vehicle should be pulled off the road and stopped.
- A left and right –hand outside rear view mirror should be installed, wide angle or fisheye mirror are recommended.
- Unsafe and discourteous driving practices such as road hogging disregarding the right of pedestrians, violating traffic regulations and deliberate recklessness of any kind are prohibited.
- Getting in and out of a vehicle while it is in motion is prohibited, as is riding anywhere on the vehicle not designed for passengers. A driver should never get out of a vehicle and leave the motor running of drive a vehicle with a door open.
- Great care should be taken when vehicle are being towed; the speed of the vehicles involved should be closely controlled at all times.
- No gasoline or diesel should be added to the fuel tank while the engine is running.
- Smoking is prohibited near a vehicle being refueled.
- Flammable liquids are not to be carried in trunks or luggage compartment s of vehicle. Spare auto batteries should not be stored or transported in the trunk of vehicle.

- Do not carry loose items such as hard hats, books, etc., on the rear package tray of a passenger car.
- Vehicle must be kept in good mechanical condition, with particular attention being given to brakes, signals, lights, horns, windshield wipers, steering gear and tires. Steering mechanism should be inspected periodically, special checks
- The electrolyte or acid mixture from a storage battery may burn clothing and skin. Exposed skin should be washed thoroughly after servicing such a battery.
- To avoid being scalded, use extreme caution in removing the radiator cap to check the coolant when the engine is running, preferably it should be removed when the engine is cool.
- Vehicle and engine drivers shall take a 15-minute break every 2 hours when driving long distances.
- Vehicle may be parked alongside the roads. However, they shall always be clearly visible from minimum 120 feet (40 meters). Vehicle shall never be parked in or just after a bend or road crossings. If parking on sports with restricted visibility is unavoidable, clearly visible markers at 120 feet (40 meters) distance shall be placed on both sides.
- Drivers must ensure that loads are properly secured.
- All vehicles must be equipped with a proper fire extinguisher, first aid kits and other appropriate emergency equipment. Fire extinguisher must be recharged or replaced immediately after use. A spare wheel and tools needed to change it must be provided.
- All vehicles must be having metal roofed cabs all pickup type vehicle and engines must have roll bars. All other vehicle with roofs which cannot withstand a rollover shall be fitted with roll bars.
- All tires shall be of the same type. Radial ply tires should under no circumstances be mixed with cross-ply tires on any vehicle.
- Transportation of personnel at the rear of open pickup vehicle is prohibited. However, vehicle may be modified to transport personnel; standing is not permitted while a vehicle is in motion. Engines must not be used to transport personnel.
- Conducting the proper preventive and periodic maintenance programs as recommended by the manufacturer is a must. Monthly vehicle safety inspections shall be carried out and reported properly as specified by the company reporting system.

- All loads in vehicle should be properly tied-down or secured taking into account extra forces which may act on the loads when driving. Loads should not be carried off the work site suspended from the hook of a crane. Long loads protruding from the rear of a vehicle must be clearly marked with a reflecting red flag and during the night with a red light.
- Wheels should be checked periodically to see that all lug bolts and axle flange nuts are tight.
- On pick-up trucks for transporting personnel, all tools must be carried outside the cab, properly secured.
- When not being used, auto cranes and hoists must have their swivel and lifting arms secured.
- All hauled-on trucks must be firmly secured or restrained to prevent them from falling off into the path of other vehicle.
- Employees must not stand on truck bumpers or hoods to act as a counterweight for loads.
- Truck beds must be kept free of oil and grease.
- When working or driving under or near high voltage line, care must be taken not to exceed the minimum distance for the specific voltage.
- While pulling a load with a winch, workers must not stand between the end of the truck and the load.

4. TRAVELING TO REMOTE PLACES

Simple check-in / check-out procedures are to be followed and must adhere to. That is, a vehicle movement board and staff traveling to remote areas must indicate on the board, vehicle number, and time of departure, destination and expected time of return or arrival to the destination place. Upon arrival to the destination or return in the estimated time, this information will be cancelled from the movement board.

If the vehicle has not arrived within one hour of the estimated time, a search operation should be started.

6. DRIVING AFTER DARKNESS

Driving after darkness greatly increases the exposure to risk of accidents. Therefore staff should consider whether an intended journey is strictly necessary or otherwise rescheduled it to day light hours.

7. DESERT DRIVING

For all long distance journeys into the desert, vehicle must be equipped with:

- Radio.
 - Drinking Water.
 - Full fuel tank. If spare is required it should be kept in a steel non-flammable container type.
 - Tools.
 - First aid kit.
 - Emergency flares.
 - Compass.
 - Area map
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- Drivers must adhere to check-in / check-out procedures for trips to remote areas.
 - Drivers must do not take any short cuts across the deserts but keep to the recognized desert roads.
 - Drivers must only travel during daylight and whenever possible never travel alone.
 - If the vehicle breaks down, drivers must not leave it.
 - If a driver suspected that he lost, he must stop and radio base for assistance.

8. DRIVING IN DUST

a. When the vehicle followed creates a dust cloud, the driver must:

- * Switch on his headlights.
- * Keep far enough away from the dust.
- * Keep to a safe speed.
- * Never overtake until he has a clear view ahead and is sure he can do so in complete safety.

b. When a dust cloud is coming towards the vehicle, the driver must:

- * Pull off the road.
- * Stop until he can see clearly in both directions.
- * If he cannot pull off the road, them.
- * Switch on his headlights.
- * Slow to crawl.
- * Check his position.

- * Hug the wind row and keep moving slowly.
- * If he becomes disoriented, he must stop immediately.

9. DRIVING IN SAND STORM

If a full scale sand storm is raging with visibility greatly reduced, the drivers must pull off the road a safe distance and stop until the storm blows over.

10. WET WEATHER TRAVEL

- During winter months, sudden heavy rain falls can occur affecting driving conditions. Therefore additional care is required.
- If fording an area where there is water of consideration depth, the speed should be at the lowest to avoid wetting the ignition system.
- Brakes must be tested after fording any water .
- Drivers should not Leave the road where has collected due to possibility of sinking into the soft surfaces.

11. MAINTENANCE OF VEHICLE

- Company vehicle must be maintained in efficient and safe conditions.
- Vehicle must be presented for servicing at the date specified.
- Any defects must be reported so that repairs can be affected.
- Drivers must not attempt to carry out their own repairs to vehicle or engines.
- No person should be allowed to approach, work on, or under the raised body of a tripping lorry unless the lorry is adequately supported of propped.

JORNEY MANAGEMENT

Journey management is managing driving with the aim of reducing vehicle occupant's exposure time and risk. If the time that vehicle occupants are sitting in a vehicle (as driver or as passenger) can be reduced, the number of road accident should go down. Additionally, if the level of risk associated with driving can reduced, this should also reduce the number of road accidents.

SOME IDEAS FOR IMPLEMENTATION:

- Examine the justifications for trips.
- Reduce number of passengers.
- Vehicle pooling.
- Optimize route planning and journey authorization.
- Schedule journeys to avoid peak hours.
- Schedule journeys to avoid high risk situations.
- Establish limits for driving and total duty time.

ACCIDENT / INCIDENT REPORTING

1. INTRODUCTION

Accidents are expensive additional operating cost. They result in human suffering and in almost every case could have been avoided. Breakdown, waste, substandard products, injuries and damages are all losses of resources and output. Every accident is an opportunity to learn something about a problem and how to prevent recurrence.

2. REPORTING & INVESTIGATION

- All accident / incidents will be reported immediately on an accident Report Form.
- The original will be forwarded to the administration manager within 24 hours.
- When our employees work for other companies, they will comply with the reporting system of accident / incident in these companies.
- Accidents resulting in serious injury or death will be reported immediately to the Human Resource Manager, Khobar office.
- The Human Resource Manager will report to outside authorities whenever required.
- All accidents / incidents must be investigated.
- In case of accidents resulting in serious injury or death, the site of the accident must be left undisturbed until advised otherwise by police and other authorities.

- Contractors should inform the company when any person involved in a lost time accident (LTA). Also they should fully cooperate with any subsequent investigation.

For serious or high potential accidents a safety alert will be issued. The alert will give basic information about the accident. The action taken and what all employees can do to prevent future similar accidents.

3. REPORTING FORMAT

Employee injuries will be reported using the first report of injury A/1. The first line supervisor must be involved in the reporting and investigation process A/1 & A/2. This is because the supervisor is responsible as a line manager for what happens in his area. Property damage, environmental event will be reported using A/2 form.

To satisfy the Saudi legal requirement for the injuries of the permanent employees under the GOSI insurance umbrella, the form A/3 & A/4 must be reported within 24 hours. A/5 will be completed as a final medical report and must be added to A/3 & A/4 forms when the case becomes stable.

4. REPORTS DISTRIBUTION

Copies of all reports will be distributed to:

- Human Resource Manager
- Originating department supervisor
- Regional Manager

5. FOLLOW UP / ANALYSIS

- The human Resource Manager will maintain a file of accidents / incidents and monitor the completion recommended.
- Every 3 months, an analysis for all accidents / incidents will be conducted by the safety consultant.

PROTECTIVE CLOTHING AND APPLIANCES

1. GENERAL

- Protective clothing and safety appliances will be provided for all personnel requiring their use.
- Protective clothing and / or equipment must be used where required for any work.
- Protective clothing and equipment must be kept clean and serviceable. Any defect must be reported immediately.
- Protective clothing and equipment must be worn and used wherever notices are displayed to use them.

2. WHOLE BODY PROTECTION

- Overalls of approved design and manufacture are issued for general protection against oil and dirt.
- Special PVC garments will be issued for handling chemicals.
- Wet weather clothing will be issued for weather protection.
- Persons working on or about machinery must wear close fitting overall and clothing.
- No loose items should be in evidence.
- Other specialized body clothing will be issued as required.

3. HEAD PROTECTION

- When working on construction, excavation or in other areas where there is a danger to the head, approved safety helmets will be worn at all times.
- Specialized helmets will be worn when working with chemicals, sprays, shot/grit Blasting or welding.

4. EYE AND FACE PROTECTION

- Protective goggles, spectacles (safety), visors or screens must be worn to give protection to the eyes and face against hydrocarbons, chemicals, welding arcs, etc.
- Anti-glare, heat resistant face shields be worn when inspecting or adjusting burners on furnaces.

5. HEARING PROTECTION

Ear protectors shall always be worn in areas with noise above 85 dB (A).

6. FOOT PROTECTION

- Only approved safety footwear must be worn within any area where there is a danger to the foot such as construction work, excavations , drilling locations, loading /unloading equipment ,production operation or wherever notices are displayed stating foot protection is required.
- Footwear containing steel toe plates, heel plates or metal studs is strictly forbidden within any part of an offshore installation and onshore operation area (oil industry).

7. HAND PROTECTION

- Approved safety gloves must be worn according to the type of exposure.
- Hands and arms must be thoroughly washed on the removal of any safety glove particularly at the end of a working period and before meals.

8. EMERGENCY SHOWERS

In all places where acids or corrosive liquids are used or handled, emergency water showers have to be provided.

9. SAFETY BELTS AND LIFELINES

- Safety belts must be used when there is a danger of a person falling from a high exposed position.
- Any person entering a confined space where there is a deficiency of oxygen or which contain Toxic or noxious gases must be fitted with a safety belt and lifetime (in addition to the breathing apparatus).

10. RESPIRATORY PROTECTION

- Breathing masks/filters will be worn in case of working in grills/sand blasting or paint spraying.
- Self-contained compressed air breathing apparatus will be used in case of tank entry or where there is H2S danger.

ALCOHOLIC DRINKS AND DRUGS

- Alcoholic drinks are not permitted in the work site and work site camp.
- Drugs of any kind are not permitted unless specifically required for medical use.
- Medicals drugs will be kept under lock and key will be the responsibility of the doctor drug register will be maintained.
- Any person requiring drugs for official medical treatment must notify the doctor.
- Infraction against this regulation will result in the removal of the employee(s) concerned.
- All new employees must give an assurance that they do not suffer from drug or alcohol related problems prior to their acceptance.

HOUSE KEEPING

- Any office, plant, installation, work site and areas under the authority of the company must maintain the highest possible standard of housekeeping.
- Areas must be kept free from oil, grease and other slippery substances and kept Clean at all times.
- Staircase, gangways, passages and doorways, particularly emergency exits, will be kept clean of obstruction. All handrails, safety railings and netting must be kept in good condition.
- Suitable receptacles must be provided for the collection of solid and liquid waste materials.
- All waste materials must be disposed off in a approved manner

MEDICAL AND HYGIENE

A. Medical

1. GENERAL

All personnel employed must receive a medical examination prior to employment and periodical Medical examinations will be conducted.

2. FIRST AID TREATMENT

Records will be maintained of all first aid treatment given and material / medication used.

3. SICKNESS

Accurate records of sickness and treatment will be maintained.

B. Hygiene

1. General

- Personal cleanliness should be encouraged.
- Certain operation and the handling of some substances may give rise to dermatitis and other diseases unless the skin is kept clean and in a healthy condition and the appropriate protective clothing is used.
- Washing hands before taking of food is essential in all cases.
- Care must be taken to ensure that clothing is not soiled to a dangerous extent.
- Clothing contaminated by dangerous substances should be removed as quickly as possible.
- All working clothing should be regularly market.
- Suitable protective clothing must be worn for certain operation and conditions governing its use and cleaning under controlled conditions may be necessary.

2. KITCHENS AND FOOD PREPARATION

The standard of hygiene in kitchens, food preparation rooms and food stores must be maintained at the highest possible level.

3. PERSONAL HYGIENE FOR KITCHEN STAFF

Any person engaged in handling food must:

- Keep him as clean as possible; especially hand cleanliness after the use of toilets.
- Keep his clothing as clean as practicable.
- Report to his supervisor immediately in case of any illness.

4 CLEANLINESS OF FOOD ROOM AND KITCHEN

- The walls, floors ,ceilings and woodwork and all other parts of food rooms will be kept clean, In good order and repair , to enable them to the effectively cleaned and prevent as far as practicable by rats ,mice and insects.
- Regular inspection will be made.
- No infuse, solid or liquid will be allowed to accumulate in any food rooms, kitchen or food storeroom.

EMERGENCY PLANS AND PROCEDURES

A major objective for **ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST.** is to carry out its operation in a manner, which protects from injury or damage its personnel, property and the Environmental in which the company works.

To contribute to the achievement of the objective **ELEGANT FOR INDUSTRIAL SECURITY SERVICES EST.** has developed a set of corporate contingency plans and procedures which define the company's overall preparations and procedures in the event of an emergency which threatens any of its operations.

It is therefore of the utmost importance to minimize the time taken to react to any emergency case And to mobilize most urgently those persons and supporting resources needed to deal with emergency.

- Reporting to the head office in AL-KHOBAR:

Telephone : 887-4400

Fax : 887-4450

- Report should be clear
 - Who is calling,
 - Where the emergency is,
 - What was happened,
 - Assistance needed etc.
- Emergency will be announced in case of :
 - Fire or explosion.
 - Serious injury/ illness.
 - Accidental death
 - Other fatalities

Instruction and details to deal with every case will be gathered in a hand book and also will be displayed in the safety board.

FOR THE STAFF WORKING IN SAUDI ARABIA :

AL- MANA GENERAL HOSPITAL

Telephone : 826 2111

Al-Khobar 31952 (Saudi Arabia)

EMERGENCY TELEPHONE FOR KHOBAR /DAMMAM HEAD OFFICES ARE:

FIRE STATION : 998

POLICE STATION : 999

AMBULANCE : 997
