



## INTEGRATED ENVIRONMENTAL SOLUTIONS

### INTEGRATED ENVIRONMENTAL SOLUTIONS COMPANY, W.L.L.

#### SAFETY MISSION PLAN

**Integrated Environmental Solutions Company (IES)** will protect the health and safety of all its employees and other persons who are affected by its business activities, and protect the environment in all its operations. The Company believes all incidents and injuries are preventable. We will work to support a business culture that will realize this goal through established policy, procedure, training and discipline. Our employees recognize the importance of safety in the workplace as a condition of employment and work to achieve continuous improvement through the practice of safe work behaviors.

## 1. Safety Philosophy

To conduct business in a manner that allows each employee to work each day without incident or injury.

### 1.1 Policy

To provide all operations with standardized safety programs and implementation guidelines to assure a uniform level of accident prevention, “best management practices”, and regulatory compliance, while recognizing needs and individual operating requirements.

### 1.1 Accountability

IES management and supervisory personnel are responsible and accountable for the success of the safety process. Management is responsible for providing resources and safe work environments. Leaders of work activities are responsible for ensuring employees have the right tools, equipment, and are qualified to perform their work. Employees are accountable for using safe work practices and notifying those leaders of unsafe conditions or acts of others so corrections can be made.

Project Managers and other personnel are expected to identify the root cause factors of failures, take corrective actions, and to communicate changes to employees, and senior management.

The expectation for each employee is to work each day without incident or injury, and to return home safely.



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### 1.2 Employee Involvement and Participation

All staff are responsible for participating in safety and health activities such as safety meetings, safety committees, correcting a hazardous situation, or completing the job hazard analysis.

### 1.3 Implementation of Employee Participation and Involvement

Depending on the scope and duration of the work site, employee involvement and participation activities may consist of the following:

- Submit safety suggestions
- Correct a hazardous act or condition
- Attend Safety meetings
- Participate in an incident investigation
- Participate in a planned inspection
- Pre and/or post job meetings

## 2. Personnel Protective Equipment and Clothing Policy

Personal Protective Equipment is a worker's last line of defense against injury and illness while on the job. When engineering controls and work practices may not successfully limit exposures, it is the policy of IES to provide a complete *Personal Protective Equipment Program* and training, along with the necessary protective equipment and clothing to fully protect the worker.

It is the responsibility of each staff member to assure he or she has proper PPE, knows how to use it and properly maintains it.

To properly evaluate the workplace, the project team leader must perform a workplace hazard assessment and select the types of PPE which will protect the employee. Prior to commencing work, the project leader will perform a *Job Hazard Analysis* and complete a *Personnel Protective Equipment Assessment*.

### 2.1 Personal Protective Equipment Selection and Use Guidelines

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices and protective shields and barriers, will be provided, used and maintained in a sanitary and reliable condition wherever there is a reasonable possibility of worker exposure to hazards associated with processes or environment, biological, chemical and radiological agents, or mechanical



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irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

As a minimum, staff will wear steel-toed boots, hard-hat, eye protection, gloves available while visiting refineries, oil production centers, construction sites, and industrial work areas.

IES will provide special protective equipment and clothing whenever these conditions capable of causing injury or impairment are present: when:

- hazards of process or environment;
- biological, chemical or radiological hazards;
- mechanical irritants; or,
- welding, cutting or working molten metal.

### **3. Fleet/Vehicle Policy**

Any motor vehicle used to conduct company-related business shall be operated safely in accordance with jurisdictional highway/roadway laws and IES requirements.

#### **3.1 Purpose**

To establish the procedures for the safe operation of motor vehicles in company-related business activities.

#### **3.2 Driver Requirements**

- Operate the vehicle in accordance with all applicable traffic laws, ordinances, regulations, and use defensive driving practices at all times.
- Have a valid Driver's License.
- Seatbelts use is required for all passengers in a vehicle driven on IES official business including coming and going to work. If the vehicle is not designed to have seatbelts (such as in a bus) this provision does not apply.
- Company vehicles are to be used only for official company business and used within their designated parameters. Personal use of a company owned/leased/rented vehicle is prohibited, unless specifically part of a written employment/compensation agreement.
- Do not permit any unauthorized person to drive company owned/leased/rented vehicles. Loaning a vehicle to an unapproved driver



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- will result in the driving privilege being suspended.
- Cell phone use while driving is not allowed unless used with a hands-free device.
  - Do not pick up hitchhikers.
  - Operate the vehicle at speeds appropriate for road conditions and posted speed limits.
  - Make sure all attached equipment, material, and tools are secure before moving.
  - Take at least a 10- minute break when traveling 3 hours at a stretch.
  - Turn off the ignition, remove the keys, engage the parking break, lock the vehicle and the toolbox when out of sight of the vehicle, even briefly.
  - When leaving the vehicle, do not leave anything of value, such as cell phones, lap top computers, or any other thing of value, in plain sight.
  - Apply sunshades to vehicle windows if available and parking in an open area.
  - Ensure vehicle has a full tank of fuel, tires are properly inflated without bald patches, and windows are clean prior to travel.

### **3.3 Accident / Incident / Citations Reporting Procedures**

In the event of a vehicular accident / incident, the employee / supervisor shall follow this incident procedure:

- Call local law enforcement. Do not leave the scene until law enforcement has completed their investigation. If the law enforcement does not respond, get all necessary information from everyone involved in the accident, including any witnesses.
- Contact IES Office and alert them to condition and location.
- Obtain a copy of the citation if applicable
- Complete an Incident / Accident Report

### **3.4 Vehicle Maintenance and Inspection**

- Inspect the vehicle daily by checking the tires for proper inflation and / or defects, looking for fluid leaks, broken or not operating lights, windows, and brakes.
- Deficiencies are to be reported to the driver's supervisor or maintenance staff, or the responsible person who oversees an outsource maintenance program.
- DO NOT OPERATE ANY VEHICLE IF THE SAFETY OF THE VEHICLE IS IN ANY WAY COMPROMISED.
- Preventative maintenance of vehicles depends on routine service in



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accordance with the manufacturer's recommendations and scheduled inspection of vehicle components. Scheduled inspections shall be established and conducted by mechanics, drivers, or designees authorized by THE COMPANY. Documentation of these inspections shall be retained for the length of service of the vehicle.

### **4. Work in Extreme Heat**

#### **4.1 Purpose**

To summarize company requirements to prevent heat illness at work.

#### **4.2 Sun Safety Policy**

- Recognizing that healthy sun behaviour can seriously impact the overall health of our employees, IES will provide a safe workplace by reducing sun exposure on the part of our employees.
- By adopting this policy, IES aims to reduce sun exposure by introducing and supporting appropriate strategies for sun protection.
- Where possible, work will be carried out in shaded areas or temporary shade will be erected.
- During summer months from 1 June through 30 August, outdoor work will not be scheduled before 12 noon and after 4 pm according to the instructions of the Ministry of Social Affairs and Labour.
- Employees who are working outdoors will be wear a wide brimmed hat or helmet brim attachment, appropriate clothing, and a broad spectrum SPF 15+ sunscreen on exposed skin.
- Staff with drink water continuously while working outside, minimum 1 liter per hour.