




THOMIFAB GLOBAL LIMITED

HEALTH, SAFETY AND ENVIRONMENT MANUAL

AUTHORIZATION PAGE

APPROVAL	DESIGNATION	PERSON	SIGNATURE	DATE
PREPARED BY	QHSE DEPT	CHINYERE STEPHEN	HSE OFFICER	
REVIEWED BY	Operations Engr.			
APPROVED BY	Managing Director	THOMPSON ANIEDI FRED	MD/CEO	
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HSE MANAGEMENT SYSTEM

1.0 Introduction:

THOMIFAB GLOBAL LTD has a holistic HSE Management System in place, the HSE Management System describes the policies, procedures, programmes and standards in place for Managing HSE performance of our project. This system helps to manage potential Hazards that are associated with the execution of any project being handled by us. In order to maintain and assure our client on how **THOMIFAB** intends to execute this project, the safety of equipment, people and the environment will be adequately protected.

THOMIFAB is convinced that Health, Safety, and Environment should be preserved, thus the global concern on Health, Safety and Environment. In preparing for a project, **THOMIFAB** reviews in details the scope and the level of the project, to ensure that identifiable hazards and control measures are put in place, so as to ensure that the Company's HSE objectives and those of the client are accomplished.

Aims and Objectives:

HSE-MS can be achieved through the implementation of positive measures such as the under listed:

- **HSE Training:**
Basic minimum HSE training and specialized HSE training in line with client standards HSE training requirements will be given to all the project staff.
- Ensuring that journeys are managed properly using a sound journey management system, which is in place for all its Land operations.
- Ensuring that adequate Health Scheme is in place in line with our clients' requirement.
- Ensuring that personnel are not only issued with the right PPE's, but do make use of the issued PPE's for the intended job as specified.
- Ensure proper investigation and follow up of accident near-misses and report findings to Project Manager and Client representative.
- Proper Hazard Management System in line with client's Hazard and Effects, Management Process.
- Ensuring that proper Waste management procedure is in place.



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THOMIFAB HSE PLAN

2.0 THOMIFAB HSE PLAN FOR THE PROVISION OF FABRICATION SERVICES

INTRODUCTION:

The aim and objectives of **THOMIFAB GLOBAL LTD.** HSE Plan is to review in details the scope of the project, identify all hazards and put in place control measures in order to ensure that the HSE objectives and those of the client are accomplished.

HSE TARGETS AND OBJECTIVES FOR PROJECTS

THOMIFAB HSE TARGETS FOR PROJECTS

- Zero fatality.
- Zero security incident.
- Zero fire incident.
- Zero LT1 (Lost Time Injury).
- 10 Near miss incident.
- 100 Hazard Identification Reports
- Zero road transport accident (RTA).
- 100% IVMS (In-vehicle monitoring system) decoding on monthly basis.
- 100% tracking of waste generated and disposed on site.
- Zero Epidemics.
- Zero Environmental impact from our activities.



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2.1 LEADERSHIP AND COMMITMENT

2.1.1 MANAGEMENT COMMITMENT

At all levels, management is committed to obtaining the necessary support and resources to develop and implement a successful safety program. Essential components of management's commitment include:

1. Visible Management Involvement.
--Participation in safety meetings, facility inspections, management tours and other techniques.
2. Management Endorsement & Support of Program Elements.
3. Accident Prevention Policy.

B. RESPONSIBILITY

Managers, supervisors and employees are held accountable for their actions in safety through the following programme elements.

1. Performance Evaluations.
 - Each evaluation is required to contain the following criteria:
 - a. Supervisor: Emphasizes compliance with environmental, safety, and health policies. Demonstrates commitment through performance of work group.
 - b. Employee: Performs job in a safe and environmentally sound manner.
2. Supervisor Responsibility.
 - All supervisors shall ensure all employees are trained and instruction/ guidance in correct work procedures is given to all employees under their supervision, prior to commencing work, and inspect working conditions to ascertain that there are no safety/health hazards.
 - All supervisors shall assure routine inspection and servicing for all safety equipment and enforce the regulations, which apply to the work operation for which they are responsible.
4. Employee Responsibility.
 - Employee refers to all **THOMIFAB** employees and all contracted or subcontracted employees working directly for or through a third party for **THOMIFAB GLOBAL LTD.**
 - Each employee shall abide by the "Safe Practices and Procedures Manual" and follow Company written and oral instructions to safely perform their job and to avoid accidents and health hazards.
 - Each employee shall correct or report to his supervisor any unsafe tools, equipment, conditions or procedures he observes, without fear of retribution.



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- Each employee shall become familiar with emergency procedures applicable to the job, including response to fires and/or injuries and report all accidents, near misses and potential hazards to their immediate supervisor.
- When an employee has any doubt regarding job procedure or the safety involved, he should consult his supervisor.

2.2 POLICY AND STRATEGIC OBJECTIVES

2.2.1 HSE POLICY STATEMENT

2.2.1.1 *General*

See attached **THOMIFAB's** HSE Policy.

HEALTH, SAFETY AND ENVIRONMENT (HSE) POLICY

This policy addresses the Health, safety and Environmental risks to our operations; and the potential impact on our host communities and staff; with strong management commitment at the highest level. This policy reflects good working practices and shall be made mandatory.

Therefore, it shall be our policy to:

- ◆ Continuously pursue the goal of no harm to people and the environment.
- ◆ Manage HSE matters as any other critical business activity.
- ◆ Promote a culture in which all the employees share this commitment.

The implications of this policy are that:

- All activities shall be analyzed to systematically identify related hazards, risks and sensitivities.
- Arrangements shall be put in place to control the hazards, risks and sensitivities and to deal with consequences should they arise.
- Continually assess environmental impact and reduce it to a level as low as practicable.
- Include HSE performance in the appraisal of all staff and reward accordingly.

As HSE remains the responsibility of each and every one of us, every employee and contractor employee must plan and perform his work in accordance with this policy, this policy shall be a high level document, clearly understood by all staff, distributed to all and we shall all be guided by this policy.



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COMMUNITY AFFAIRS POLICY

MISSION STATEMENT

As a leading company in oilfield construction activities, spanning across various communities, we are committed to the yearnings and development of our host communities. This we have demonstrated by integrating our community affairs to our HSE operations.

It is our policy that: our host communities shall have the knowledge of our mission before commencement of work and a mutually beneficial relationship shall be maintained during and after our operations.

FOCUS

- To minimize to the barest minimum, the impact of our operation on our working environment.
- To reduce to the barest minimum project related CA conflicts/disturbances.
- To enlighten our host communities on the benefits derivable from community related project.
- To enhance our host communities' awareness about HSE issues.

STRATEGY

- Liaising with genuine representative of our host communities before commencement of work.
- Establishing Community Affairs Committees for projects with host communities.
- Having bi-monthly Community/Affair meeting where all CA issues are discussed and resolved in favour of both parties.
- Having a resident P.R.O on our work location as a liaison officer between the company and our host communities.
- Establishing the "CA Award for peaceful Co-existence" for host communities without disturbances during our operations.

VISION

"To carry out our work safely without disturbances".

.....
Thompson Aniedi Fred
MD/CEO



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SOUND HSE POLICY

THOMIFAB has a HSE policy that is so simple to read and understand.

It is distributed to all employees.

Line managers usually discuss with new employees the meaning of the policy and the implication. The employees understanding of the policy is usually confirmed by the safety officer.

The policy that all accidents are preventable and that HSE is as important as any other business. Also the employee is also made aware that he is responsible for his own safety.

The policy is displayed on all notice boards and it is taught to local employees in their local languages.

A handwritten signature in blue ink, appearing to read 'Fred Thompson', is positioned above the printed name.

.....
Thompson Aniedi Fred
MD/CEO



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HSE INCENTIVES POLICY

In line with the principles of Enhanced HSE management (EHSEM), “The HSE Incentives Policy” shall be used as a tool of motivation for continuous enhancement of the HSE performance of all workers.

CATEGORIZATION:

There shall be incentives in the following categories.

⇒ *End of the year HSE award.*

⇒ *Quarterly HSE bonus.*

⇒ *Departmental HSE bonus.*

⇒ *M.D’s Award for the best “HSE” conscious worker of the year.*

⇒ *Project Manager’s Award for the best HSE conscious driver/operator of the year.*

TYPE:

Incentives shall be in award, (*PLAQUES, CERTIFICATES, GIFTS e.t.c.*) and monetary gift to be determined by the management.

SELECTION:

Selection process shall be made by the central safety committee after the pre-selection exercise by the sponsor department /unit.

This policy shall be subject to review in line with the dictates of time.

.....
Thompson Aniedi Fred
MD/CEO



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NIGHT DRIVING POLICY

Unless on emergency situations, **THOMIFAB** forbids night driving in all its land operations.

It should be clear to all drivers that approval for night driving must come from the management (line/staff) or client representative.

A handwritten signature in blue ink, appearing to read 'Fred Thompson'.

.....
Thompson Aniedi Fred
MD/CEO

SEAT BELT POLICY



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In **THOMIFAB GLOBAL LTD**, we recognize the fact that safety seat belt enhances the chance of survivals and reduces the risk of injuries in vehicles accidents.

As such, it is mandatory as a matter of policy for every worker, especially on company's business to always fasten his/her seat belt.

All right and heavy-duty vehicles trucks, tractors, forklifts, etc. must have seat belt fitted in them and must be worn by drivers, mates and operators always.

The **"NO SEAT BELT"** **"NO ENTRY or EXIT"** shall be enforced at points of entry in company premises or facilities by security officers.

All line management personnel are to ensure compliance with this policy.

Serious penalty awaits defaulters of this policy.

BELT UP AND LIVE!!!

.....
Thompson Aniedi Fred
MD/CEO



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2.3 ORGANIZATION RESPONSIBILITIES RESOURCES, STANDARDS AND DOCUMENTATION

2.3.1 HSE ORGANISATION

2.3.1.1 *Key Personnel*

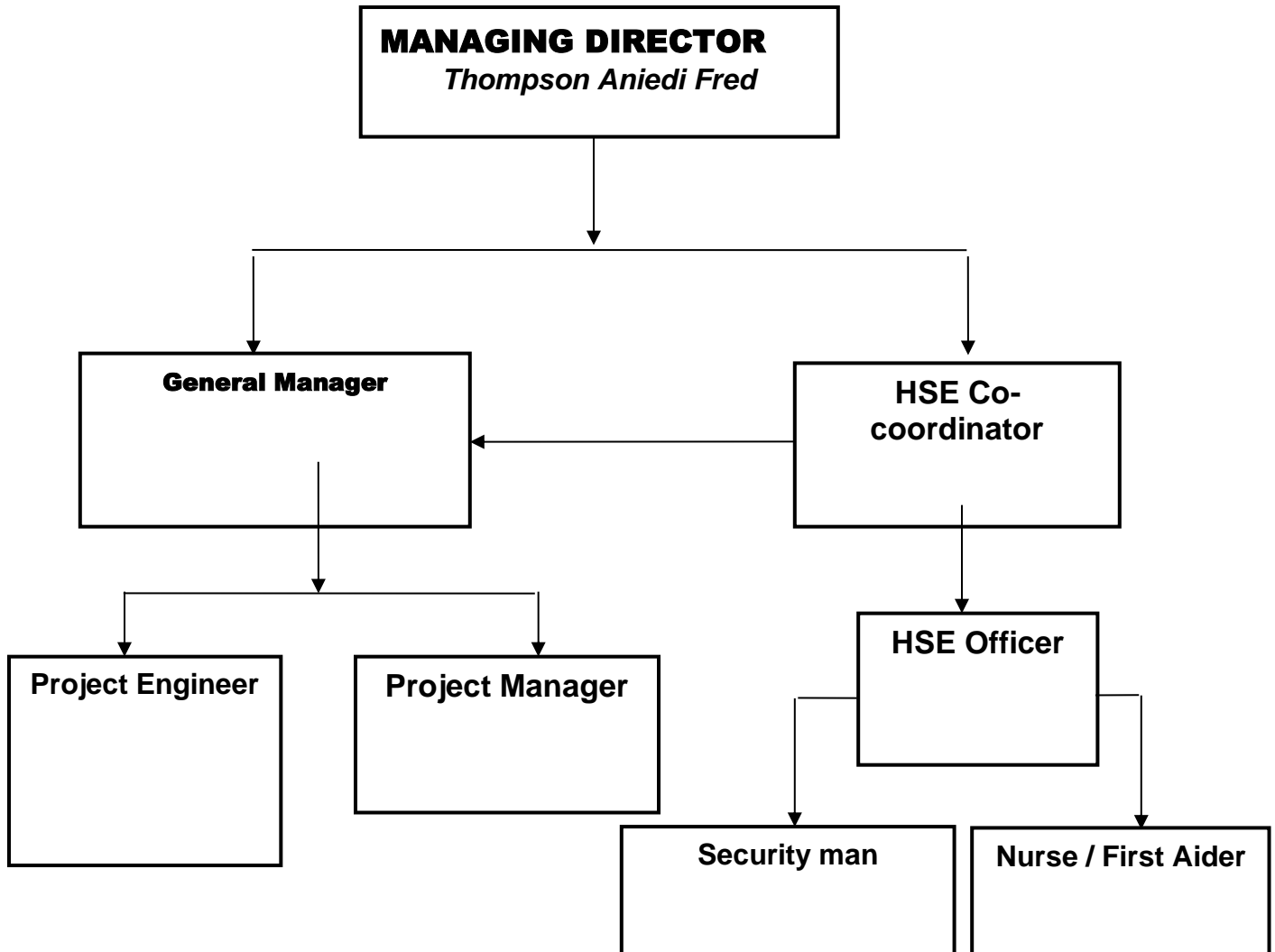
The following personnel are responsible for the implementation of HSE objectives.

1. Managing Director
2. General Manager
3. HSE coordinator
4. Project Manager
5. Site Engineer
6. HSE officer
7. Site Nurse
8. Security Man



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HSE ORGANISATIONAL CHART





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JOB DESCRIPTIONS OF KEY PERSONNEL

DUTIES AND RESPONSIBILITIES

MANAGING DIRECTOR

The responsibility for ensuring that the Company's Health, Safety and Environmental Policy is comprehensive, effective and kept up-to-date rests with the Managing Director

- ⇒ Agreeing, and signing on behalf of the company, authorization for the issue and fulfillment of a Health, Safety and Environment Policy, along with detailed organization and arrangements for implementing the policy.
- ⇒ Taking proper account of current legislation and European Community Directives.
- ⇒ Reviewing the Policy and updating it to accommodate any significant changes in organization and arrangements, or that covering Health, Safety and Environmental legislation.
- ⇒ Ensuring detailed allocation of responsibilities and duties, in order that company policy is effectively implemented by all company divisions and activities.
- ⇒ Ensuring that adequate funding is available to support the company Health, Safety and

GENERAL MANAGER

- ⇒ Directs and control all the activities of the company in accordance with the policies, strategies and objectives laid down by the Board of Directors;
- ⇒ Supervises the company's organisation and is responsible for appointing and defining the tasks for the different functions;
- ⇒ Implements the general policy laid down by the company in respect of Quality;
- ⇒ With the back-up of the Operations Manager, Project Managers and QA/QC Manager, supervises the correct implementation of the company's Quality Management System.
- ⇒ Analyze Quality costs in order to assess the adequacy and efficiency of the company's Quality Management System and define the objectives to be met for continuous improvement.

In addition to these responsibilities he shall:

- ⇒ Oversee all HSE issues in the absence of the Managing Director.
- ⇒ Head investigation panel for middle level accident.
- ⇒ Direct line managers on the implementation of HSE policy on site.
- ⇒ Lead audit team for top management HSE audit.



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- ⇒ Visits sites regularly to ensure site HSE compliance.
- ⇒ Administers consequence management for HSE violations.
- ⇒ Initiates review panel for HSE documentation.
- ⇒ Sets up programmes for HSE incentives and training.

PROJECT MANAGER

- ⇒ Defines competencies required for HSE management within the organisation.
- ⇒ Assures and provides adequate resources and time to manage the project.
- ⇒ Has an understanding of CLIENT's guidelines for the monitoring of HSE in contracts.
- ⇒ He has overall responsibility of all aspects of the project;
- ⇒ Represents the company and maintains appropriate level of relationships with the Client representatives;
- ⇒ Supervision and administration of all subcontracts;
- ⇒ Define the objectives, identify the constraints and plan Project activities;
- ⇒ Define the Project's organisation structures;
- ⇒ Supervise the application of the control system in order to ensure achievement of time, cost and quality objectives;
- ⇒ Implement the Quality Assurance program;
- ⇒ Supervision of purchasing, expediting, inspection and testing activities;
- ⇒ Ensures the periodic and final reporting of all activities;
- ⇒ The Project Manager shall be the HSE focal point in this Project;
- ⇒ To make sure that all HSE precautionary measures are in place and also to advise when necessary.

HSE CO-ORDINATOR

The HSE Co-coordinator shall be responsible for checking that the work is carried out in accordance with governing HSE regulations and in-house standards. He must be qualified according to CLIENT requirements, as a professional HSE adviser or an adviser seconded from line management. Must have attended appropriate training courses and received basic qualification relevant to **THOMIFAB's** work, e.g. swimming, driving and first aid.

His duties consists of, but not limited to:

- ⇒ Preparation of HSE work plans and procedures;
- ⇒ Visit the site regularly to monitor and advise on HSE duties laid down in the HSE Plan and Site Specific Security Plan.
- ⇒ Advise the Project Manager on matters related to Health, Safety and Environmental issues.
- ⇒ Be reasonably familiar with CLIENT's HSE Policies, documents and emergency procedures.
- ⇒ To make sure that all HSE precautionary measures are in place and also to advise when necessary.



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- ⇒ Liaison with HSE Personnel of the Client in order to co-ordinate activities pertinent to HSE of personnel and equipment.
- ⇒ Collection and updating of statistical data relating to accident and incidents on site.
- ⇒ Taking necessary steps in order to ensure that all personnel comply with HSE regulations.
- ⇒ All other functions spelt out in **THOMIFAB** HSE Manual.

The above task shall be achieved with the assistance of Community Relations Officers (CRO).

PROJECT ENGINEER

- ⇒ Implements **THOMIFAB's** Quality Management Plan.
- ⇒ Fulfills the pre-execution HSE audit requirements on behalf of **THOMIFAB**.
- ⇒ Supervises work on site daily.
- ⇒ Seeks formal approval from the Contracts holder for any proposed deviations from or amendments to **THOMIFAB's** HSE or other plans.
- ⇒ Attends HSE or other regular meetings with the Contract Holder or his representatives.
- ⇒ Control and co-ordinate all site activities in the contract;
- ⇒ Correct and co-ordinate implementation of procedures and work programmes concerning the construction and installation activities;
- ⇒ Planning and scheduling of the work force and equipment;
- ⇒ Definition and updating of the detailed construction schedule, re-ordering of priorities, where necessary;
- ⇒ Coordinate and verify the activities of his assistants, who are responsible to him, to ensure that every phase of the work (such as welding, testing, painting, laying, etc) is properly executed, checked and recorded;
- ⇒ Preparation of data required for compilation of the Work-in-Progress Reports.
- ⇒ To make sure that all HSE precautionary measure are in place and also to advise when necessary.

QAQC OFFICER

The QA/QC Officer reports to the head of QA/QC function but shall maintain close liaison with the Project Manager and CLIENT Inspection personnel. His duties include but not limited to the following:

- ⇒ Prepare the Project QC/QC Plan in connection with the Project Manager and the QA Manager at head office;
- ⇒ To make sure that all HSE precautionary measures are in place and also to advise when necessary.
- ⇒ Verify that the quality related activities are in accordance with applicable codes, specifications and regulations;
- ⇒ Ensure recording, updating and distribution of documents and information, i.e. procedures, drawings, plans, reports and certificates;



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- ⇒ Identify any deficiency, promote corrective actions and verify their implementation;
- ⇒ Verification of the Quality Assurance implementation by a system of scheduled Quality Audits;
- ⇒ Ensure surveillance at Client's works;
- ⇒ Evaluation of the Suppliers and Vendors quality systems;
- ⇒ Ensure that measures are taken in order to identify and prevent acceptance of defective materials;
- ⇒ Ensure collection of documentation and certificates related to materials purchased by **THOMIFAB** and its Vendors.
- ⇒ Prepare QC plans for production phases and review quality plans issued by Clients and vendors;
- ⇒ Ensure the inspection and testing in compliance with established QC plans;
- ⇒ Ensure the compliance of final documentation to be issued to the Client with Project requirements;
- ⇒ Coordination and supervision of activities regarding establishment of "As-Built Dossier".

SITE HSE OFFICER

- ⇒ Make requisition for all safety personnel equipment and lifesaving appliances.
- ⇒ Acts as secretary to the HSE management committee.
- ⇒ Liaise with projects and site Engineers to establish safety training needs.
- ⇒ Liaise with clients safety functions in matters of safety requirements, especially training
- ⇒ Organize formal safety training for all employees as may be necessary.
- ⇒ Develop safety procedure guides for specific activities in liaison with line supervisor
- ⇒ Serve as secretary of management safety committee and collate all line committee activities
- ⇒ Carry out scheduled and unscheduled safety inspection of all sites.
- ⇒ Join in all accident investigations and give wide circulation of findings.
- ⇒ Monitor employee compliance with statutory and clients' safety rules and regulations.
- ⇒ Develop emergency procedure guides in consonance with clients' procedure.
- ⇒ Advice management on safety incentive schemes relevance to the overall safety programmes.
- ⇒ Keep record/statistics of safety performance in the company.
- ⇒ Review performance with company management, line supervisors and entire staff at the end of the year.
- ⇒ Periodically 'feel' the company safety pulse and brief management accordingly.
- ⇒ Liaise with governmental bodies in regulatory matters as necessary.
- ⇒ Periodically holds meetings with representatives of host communities as advise the management on necessary recommendations.

SITE NURSE

The Site Nurse / First Aider shall among other HSE activities do the followings:

- ⇒ Administer First Aid as the need arises.



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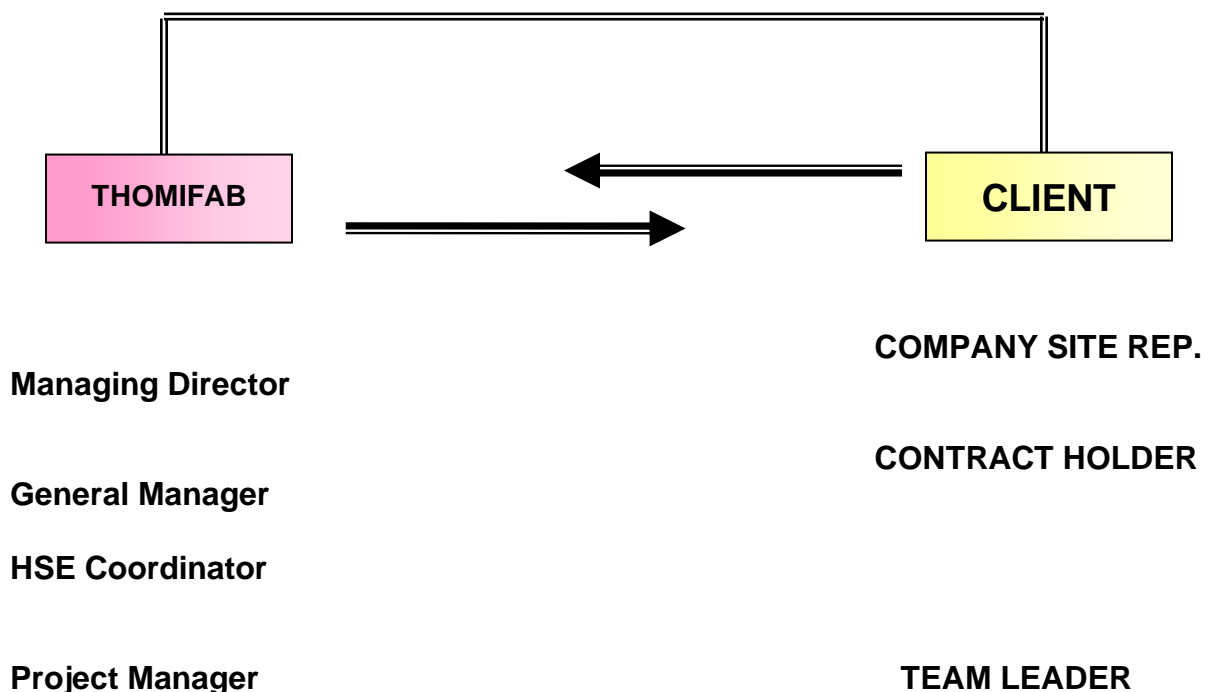
- ⇒ Report to the Safety Officer all health hazards observed at site.
- ⇒ Monitor health of all workers at site.
- ⇒ In case of emergency, shall be alert and attend to all injuries and refer to the retainer clinic in conjunction with the HSE officer.
- ⇒ Maintain the sick bay.
- ⇒ Initiate MEDEVAC procedures if need be.
- ⇒ Replenish contents of First Aid Box as at when due.

.3.1.3 MANNING / COMMUNICATION

For our Projects, good HSE communication is essential for full implementation, Consequently **THOMIFAB** will make sure that communication facilities are provided at site and will be linked with base office in Port Harcourt, and also with CLIENT main office / CLIENT Site office for easy communication.

Also, **THOMIFAB** Sub-contractors will be linked for easy communication especially in the case of an emergency.

The communication interface between **THOMIFAB**, **CLIENT** and Sub-contractors as stated below:





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2.3.2 HSE PROFESSIONALS

2.3.2.1 REPORTING AND FOLLOW UP

Reporting and follow up

HSE issues at the site (safety meetings, toolbox talks, emergency drills, HIR'S, unsafe acts/conditions, safety inductions, etc.) shall be reported with respect to the HSE organogram line of communication. The site nurse, the First Aider, Medevac drivers, line supervisors shall be responsible directly to the site safety officer who in turn shall report to the HSE Coordinator. The HSE Coordinator shall report findings to the Project Manager who will in turn report to the HSE committee which he is equally a member. The HSE committee report shall be finally made available to the most senior management HSE committee headed by the Managing Director/CEO, made up of Board of Directors and all senior Management.

Follow up

After the issuance of the final report, the recommendation made will be reviewed. A programme will be put in place for implementing the agreed recommendation. Implementation shall be closely monitored and actions taken and publicized so that all may benefit.

2.3.2.2 HSE DEPARTMENT

THOMIFAB is fully committed to Health, Safety and Environmental issues. These are achieved through implementation of the following by the Department:

- Initiates and monitors HSE department action plans.
- Formulates suitable HSE rules.
- Schedules and implements inspections and audits in HSE issues.
- Are committed to environmental monitoring.
- Promotional materials.
- Sub-contractors assessments.
- Health risk assessment, performance monitoring and surveillance.
- Incident investigation.



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THOMIFAB management is equally committed to HSE issues in the following ways:

- Prepares and monitors emergency manuals and plans.
- Training for firefighting team, first aid proficiency among others.
- Conducting emergency drills/exercises and reviewing / learning from findings.
- Provision of protective equipment.

2.3.3 SUB-CONTRACTORS

2.3.3.1 MANAGEMENT

(a) INTEGRATION OF SUB-CONTRACTORS IN THOMIFAB HSE PLAN

Sub-Contractors are required to follow the guidelines established in this HSE Plan, CLIENT regulations, and should develop 'safety guidance notes' specific to work functions which supplement this HSE Plan for the subcontractors personnel. This 'safety guidance note' will be submitted to the Project Manager for review and approval prior to start of on-site work activities. Each subcontractor will designate a Safety Coordinator, with the authority and responsibility to implement HSE requirement for the subcontractor's employees.

All subcontractors' equipment is subject to pre-mobilization inspection by both **THOMIFAB** and CLIENT before use on any project.

It is the responsibility of **THOMIFAB** to ensure that the subcontractor executes all assigned tasks in accordance with this HSE Plan.



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(b) SUB-CONTRACTORS/SUPPLIERS SAFETY OBLIGATIONS

The safety obligations hereunder stated will be made available to **THOMIFAB** subcontractors. They constitute the prerequisite for the job and are the obligatory responsibilities of the sub-contractors to **THOMIFAB** and the CLIENT.

These obligations, amongst others are:

1. Sub-contractors will execute all assigned tasks in accordance with the approved HSE Plan for any project.
2. Sub-contractor(s) shall exercise due care and take adequate measure and precautions to ensure that in the execution of the work or supply of services, maintains and observe safe working practices to avoid any danger.
3. Sub-contractor(s) shall provide for, and take precaution to ensure safety, security, health and general welfare of personnel, tools and equipment involved including the environment as stated herein by **THOMIFAB** or may be indicated by CLIENT project HSE Plan.
4. Sub-contractor(s) shall observe all laws, regulations, orders rules, guidelines and directive of the company and the country.
5. Sub-contractor(s) shall be responsible for providing his personnel with protective clothing/equipment required to enable them carry out the work or services in a safe manner.
6. The sub-contractor(s) shall from time to time consult with the safety officer of THOMIFAB on any problem concerning safety in carrying out the job. The sub-contractor's obligation to observe safety requirement is very essential and if the sub-contractor operates in a manner, which the company considers unsafe, the sub-contractors shall be advised to correct the situation. If not corrected, the company may either:



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- (a) Suspend the work and/or services at the sub-contractors expense until action required by the company is taken, or
 - (b) Accordingly, the company may terminate the contract and such termination shall be attributed to the fault of the contractors. They shall be responsible for the medical welfare of their personnel during the execution of the work for all cadres of their staff, servants or sub-contractors as required by the working condition and company's rules and procedure or as may be indicated by CLIENT.
7. All materials Safety Data Sheets of material shipped to site by suppliers shall be forwarded to **THOMIFAB** HSE Coordinator who will forward to CLIENT's HSE Representative. Equipment and machinery sub-contractors will be required to provide erection, dismantling maintenance and operations information and drawings, sufficient to meet HSE requirements.
- (c) **See THOMIFAB sub-contracting policy.**

THOMIFAB SUB-CONTRACTING POLICY

THOMIFAB when sub-contracting consider the full satisfaction of its client by adopting the following policy:

- ❖ **THOMIFAB** sub-contractors will be chosen from the client list if any otherwise, we will look for the experienced and reputable sub-contractors.
- ❖ In order to encourage local growing industries, **THOMIFAB** gives priority to Nigerian sub-contractors so far they can guaranty the required client standards.
- ❖ Selecting a good sub-contractor will not relief **THOMIFAB** from its obligations, in that we shall supervise the entire execution of the job.
- ❖ It is our supervisors' responsibilities to ensure the sub-contractor adherence to required quality standards, work programme and HSE rules.
- ❖ **THOMIFAB** sub-contractor will incorporate **THOMIFAB** policies in each and every segment of the job.



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2.3.3.2 IDENTIFICATION AND VETTING

For any of our projects nominated sub-contractors/vendor/suppliers or any alternative must be approved by CLIENT.

2.3.4 HSE COMMUNICATIONS

2.3.4.1 COVERAGE /AWARENESS

In the event of any emergency (fire, security, medevac, etc.) appropriate emergency communication systems shall be duly put in place for recovery.

Radio communication links shall be made with the following emergency organizations.

- Rivers State Fire Fighting Service
- The firefighting service at CLIENT fire station
- The retainership clinic.
- NPF Divisional headquarters that is close to **THOMIFAB's** work site.

There shall be adequate job orientation/induction programme for all employees. It shall be ensured that all the supervisors, foremen, guards, site nurse, first aider, safety officer and others are issued mobile phones at the work site and camp to ensure flow of information.

Emergency drills shall be conducted on periodic basis to instill awareness and ascertain workers response to emergencies.

2.3.4.2 EXTERNAL LINKS

Because of the diversity of language the HSE officer on site will decide and make known to the workers and visitors on site the specific alarm tone for each medical, fire or security drill. In addition pigeon English / radio will be used to communicate with Personnel on site in case of emergency.

Also CLIENT Communication Channel such as the under listed will be activated.

❖ ***CLIENT'S SITE REPRESENTATIVE MUST BE CONTACTED IN CASE OF ANY EMERGENCY.***



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PROCEDURE FOR RECORD MAINTENANCE

- **THOMIFAB** maintains an alternative register for the different HSE meeting programme.
- Every worker on attendance writes his name and signs in his own handwriting.
- A sample of the attendance recording format is stated below:

Date:

S/N	NAME	DESIGNATION	SIGN.	DATE

SUMMARY OF ATTENDANCE:

NO. OF CLIENT PERSONNEL _____

NO. OF SNR. MGT. STAFF _____

NO. OF MIDDLE MGT. STAFF _____

TOTAL ATTENDANCE _____

Prepared by _____ Sign. _____



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2.3.5.2 MANAGEMENT PARTICIPATION

THOMIFAB management shall provide visible, committed leadership to HSE Management by:

- Being part of HSE policy formulations and HSE review meetings.
- Allocating adequate resources for HSE management.
- Promoting HSE issues in the company communications.
- Attending and chairing all HSE meetings.
- Conducting workplace HSE audits/inspections personally.

2.3.5.3 HSE MEETING STRUCTURE

(a) TYPICAL HSE MEETING AGENDA

1. Opening Prayer
2. Minutes of previous meeting.
3. Approval of minutes.
4. Matters arising
5.
 - Highlights from EPG monthly HSE meetings.
 - Health issues.
 - Safety issues.
 - Environmental issues.
 - Security issues.
 - Related matters.
6. A.O.B.
7. Refreshment
8. Closing remarks
9. Closing prayer

(b) TARGETED ATTENDANCE

1. Managing Director
2. Director
3. Project Manager
4. HSE Coordinator
5. Security Officer
6. CLIENT Inspector



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7. Site Construction Manager
8. Site Engineers
9. Senior Site HSE Officer
10. Site HSE Officer
11. Site Nurse / First Aider
12. Operators
13. Foremen
14. Site workers.

2.3.5.4 FOLLOW UP ACTIONS

The minutes of meetings shall be communicated to the client's representative and **THOMIFAB** Managing Director. On the part of **THOMIFAB**, the Managing Director saddles the HSE management committee with the responsibility of reviewing findings in the meeting and make recommendations. The recommendations are communicated to the workforce at site to the base office for immediate implementation.

2.3.5.5 COMMUNICATION

THOMIFAB related activities will be communicated to all personnel through the use of Memo, newsletters, toolbox meeting, and other means of communication.

The HSE department will make sure that all monthly HSE meeting, craft specific meeting, CLIENT/Contractors HSE meeting and programmes are consistent with the rest of management structure. This is to avoid derailment from structured consistence.

Record keeping is a vital instrument used to know what has happened in the past. Based on that, **THOMIFAB** will abide by the ethic of keeping documentation for future references. This is aimed at reviewing the past order to better the future.

Also the HSE department will make sure that all health related matters will be differentiated from HSE and environmental issues for proper discussion, understanding and implementation.



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2.3.6 HSE PROMOTION AND AWARENESS

2.3.6.1 TECHNIQUES

GENERALS:

To effectively communicate HSE to all and sundry, the following procedure will be strictly followed:

- a. All HSE policies shall be boldly printed, signed by the Managing Director and placed on site notice boards on site and at head office.
- b. Periodic seminars shall be held to disseminate information or comment on HSE issues.
- c. The Safety officer shall as a matter of company policy, hold daily toolbox meetings before commencement of operations.
- d. Monthly HSE meeting will be held at the site.
- e. Craft specific toolbox talks will also be conducted.

2.3.6.2 PERFORMANCE

HSE Statistics board shall be provided for all projects.

And will be placed at a strategic location on the site that will be assessable to all personnel.



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2.3.7 HSE COMPETENCE REQUIREMENTS

2.3.7.1 FITNESS OF PERSONNEL

THOMIFAB has a well-recognized medical center as its retainership clinic for treatment of its personnel and also to conduct medical examination of fitness of personnel. This is to enable the company to determine who is fit before engaging such personnel for any task. And all medical certificates of fitness of personnel are to be kept in the file for future references.

See a copy of medical certificate of fitness form:

Retainer Hospital			Contractor:		
			Contractor Number:		
MEDICAL FITNESS CERTIFICATE FORM					
NAME		Age:		Date:	
Past Medical History					
Medical Examination					
Medical Investigation					
FOR OFFICE USE ONLY					
Medical Certificate of fitness for ()					
Name		Date			
To whom it concern					
The above named person is certified fit/unfit to carry out the above specified job					
Medical Doctor's Name		Signature:			
Date		Retainer Hospital Stamp			



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2.3.9 HSE TRAINING (GENERAL)

2.3.9.1 CONTRACT STANDARDS

It is the Management's responsibility to ensure that employees and contractors have the necessary knowledge and skill to adequately perform the work signed at the job site with HSE requirements.

All employees and contract personnel need to fully understand the Health, Safety and Environmental hazards of the equipment and process that they will be working with for protection of themselves, their fellow workers and the citizens of nearby communities. Training in subject such as operating procedures, and safe work practices, emergency evaluation and response, safety procures, routine and non-routine work authorization activities, and other areas pertinent to Health, Safety and Environment will need to be covered by training programme.

2.3.9.2 ESTABLISHED TRAINING PROGRAMME

S/N	COURSE TITLE	LEVEL OF STAFF	MODE/STATUS
1	Staff HSE Induction	All staff	Prior to work Commencement
2	Level 1 – Basic HSE Training	All Employee	Prior to Work Commencement
3	Level 2 – HSE Appreciation	Foremen, Plant Operators and Drivers.	Prior to work Commencement
4	Level 3- HSE Supervision	Site Supervisors, HSE Officers, Project Management Inspectors and Client Representatives	Prior to work Commencement
5	Basic Firefighting course	All Site Workers	Mandatory for all specialized works
6	Job Hazard Analysis	Foremen and Frontline Supervisors	Prior to work Commencement
7	Driver Education Program – 1	For all land transport drivers in the Operation.	Mandatory for drivers of THOMIFAB vehicle types.
8	Practical First Aid Course	Drivers, Foremen and Site Supervisors	Prior to commencement of work.
9	Fire Warden Training.	. Fire wardens	Prior to work commencement
10	Environmental Awareness Training	All Employees	Prior to Commencement of work



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11	ISO-1401 Awareness	All Employees	Prior to work Commencement.
12	SHOC Awareness	Chemical handlers	Prior to work Commencement

2.3.9.4 Supervision Participation

All supervisors of various sections for any project is to brief and debrief their subordinates before the commencement of training and after training for effective understanding and implementation of the acquired skill. This is to enhance job understanding, for the achievement of set objectives / goals.



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2.3.10 HSE TRAINING (PROFESSIONALS)

2.3.10.1 Selection

THOMIFAB HSE Supervisors are selected based on the following criteria:

- Must have excellent communication skill.
- Must have attended several HSE competent courses.
- Must exhibit leadership quality in HSE implementation.
- Must have experience spanning over seven years.

2.3.10.2 TRAINING

The training programme received by our HSE Professionals are listed below:

1	Level 3 – HSE Supervisor Course
2	Basic Fire Fighting Course
3	Environmental Awareness Training (EAT)
4	ISO-14010 Awareness.



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2.3.11 HSE LEGISLATION

2.3.11.1 COVERAGE

HSE RELATED LEGISLATION AND REGULATION

ENVIRONMENT

The company shall ensure and confirm that the HSE Hazards and environmental effects associated with the work and work location have been identified and assessed, and that appropriate controls are in place. Existing policies, procedures and standards shall be reviewed to ensure that they are in line with CLIENT policies and standards. Also confirm the Nigerian Legislation and regulations that are applicable to civil infrastructure operations.

- Federal environmental protection agency act of 1988.
- National environmental protection regulations Act of 1991.

The existing and relevant legislation specifically targeted at Environmental management include:

1. Federal Environmental Protection Agency Act 1988, Cap. 165, vol. IX P. 6827.
2. Waste handling & Disposal. HSX-ENV. LIB.
3. Area specific Waste management. SSX-ENV.



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SAFETY

In like manner, to ensure safety in industrial activities, adequate rules and regulations are of prime importance particularly in the petrochemical world. Since majority of the raw materials and finished products of this industry are highly combustible materials, all activities should be conducted according to codes of standard practices.

There are numerous laws enacted by the government to ensure safety at work.. The safety legislation includes:

1. Workmen Compensation Act. 1987 Cap 470 Vol. SSIV p. 16079
2. Factories Act, 1987, Cap 126 Vol. VIII p. 5459
3. Factories (Registration fee) etc. Regulations, 1991
4. Mineral Oils (Safety) Regulations, 1963 Cap. 350 Vol. SSP. 112667
5. Labour Regulation Cap. 198 Vol. X p. 7418.
6. Excavation act
7. Manual materials handling & operator's certification.
8. Working with plant & equipment, portable tools, hand tools, etc.



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OCCUPATIONAL HEALTH

Laws enacted by the government to ensure Occupational Health include:

1. Declaration of Occupational Diseases Notice. 1956 (Cap. 126) 5533
2. First Aid Boxes Prescribed Standard) Order, 1956 (Cap. 126), Vol. VIII p. 5551.
3. Foods and Drugs Act (1990).
4. Public Health Law 1963 CAP 52 C & F Eastern Nigeria.
5. Drinking water guidelines
6. Standard of Field Accommodation
7. Standard of Medical Fitness for Employees and Contractors
8. AIDS
9. Smoking in office locations.
10. Drugs and Alcohol

WAIVERS

THOMIFAB shall seek for waivers on unattainable standards from CLIENT contract holder for approval so far as such waivers will not constitute serious threat to HSE and Promotion quality.

Procedure

- The Construction manager shall write and inform the Project manager for waiver.
- The Project manager shall in turn write to the CLIENT's contract holder seeking for the approval of the waiver.
- Formal approval of the waiver must be received from CLIENT before implementation / commencement.



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WORK PROCEDURE

MOBILISATION/DEMOBILIZATION

Certification of Personnel

The resources for the work shall be identified. The members of the project management team shall be named and shall undergo medical fitness tests. All workers must be certified medically fit to work on this project by medical personnel from our retainership clinic.

The personnel to be deployed to the site shall then undergo special safety briefing that will present an overview of the hazards associated with execution of the project.

Pre-mobilisation Inspection

The next step shall be to identify the equipment required for the project. The equipment shall be overhauled to ensure that they are in good working conditions. An in-house inspection shall be conducted on the plant/equipment before mobilization. Scheduled Maintenance of the plant/equipment shall be drawn to take care of routine maintenance.

Visit to Host Community

Prior to mobilization of resources to site, arrangements shall be made with Client's Project Engineer and the CLO to meet with the host community. At the meeting, agreement for homage payment and employment of labours from the community shall be reached. Then a memorandum of understanding shall be signed with the community. The client's personnel shall sign as witnesses.

Site Office

A site office shall be constructed at a convenient location. The site office shall consist of an office for **THOMIFAB** staff, an office for the client's staff, and storage containers for the materials. The site office shall be furnished adequate to enable **THOMIFAB** and client's supervisory personnel carryout their office works. An administrative support consisting of a site clerk, storekeeper, and cleaner shall be in the site office.

Movement to Site

The heavy equipment for the project shall be transported to site in low beds trucks. Metal slings shall be used to fasten the equipment to the low beds trucks. Adequate care shall be taken to ensure that there will be no slip during loading and offloading of the



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equipment. Haulage trucks and light vehicles shall be driven to site by their drivers. The personnel shall be taken to site in staff buses and project vehicles.

Demobilization from site will include removal of all temporary works equipment, debris and rubbish from the site and reinstating the construction area to an acceptable condition.

FABRICATION

As contained in our work procedure

WASTE MANAGEMENT GUIDELINE

THOMIFAB recognizes that waste (liquid or solid), generated from its activities can constitute hazard to the environment and to the health and HSE of personnel, and the general public.

To eliminate such hazard, the HSE Officer shall assess the source, types and quantity of waste that shall be generated and ensure the use of conventional/acceptable methods and resources in the collection, handling, and disposal of such waste. Record of waste generated and disposed of, shall be kept, at all times. The HSE Officer shall monitor evacuation procedures and ensure that waste evacuated is disposed of at approved dump areas.

TRANSPORTATION PROCEDURE

THOMIFAB shall ensure safe movement of her human and material resources from one point to another. To achieve these policy objectives, the company shall use equipment that are fit for the intended purpose.

Statutory and HSE regulations including “**No Night Driving**” rule shall be complied with. Trained, competent and certified operating crew shall be provided to handle transportation equipment.

Regular and routine inspections/checks of transport equipment, its accessories and other facilities shall be carried out to re-affirm their technical integrity.

The use of corporate journey management guide shall be used for all movements.



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SPEED LIMIT POLICY

THOMIFAB Global LTD, is aware of the fact that one basic cause of RTA is over speeding hence she therefore enact that:

- ◆ Drivers must obey the specified speed limit of 100km/hr for small vehicles and 80km/hr for trucks.
- ◆ Speed limit for built up areas are 40km/hr for cars and 20km/hr for trucks.
- ◆ IVMS shall be installed in all company's vehicle to help monitor the speed of vehicles.
- Drivers who violate speed limit or disobey IVMS warning shall be sanctioned.
- IVMS report shall be decoded monthly with report communicated to both Drivers and the Officers.
- Managers are by this policy authorized to sanction any defaulting Driver.

.....
Thompson Aniedi Fred
MD/CEO



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2.3.12.2 CONTROL / AUTHORISATION

All the project documents are prepared and documented using a national and international procedures and standards. This is to guarantee their conformity and suitability with CLIENT provision and will the principle of the reference quality standard system. Procedures and other instructional materials are issued to establish precise procedure for identification, recording and distribution of the documents.

Authorization:

No unauthorized person(s) should have copies without due authorization processes from the Management.

The document is revised at predetermined dates and structure system is used to withdraw the old copies and replace with new copies.

2.3.12.3 Coverage

International Standard Organisation on environment (ISO 1401)
World Health Organisation (WHO) Standard

Institute of Safety Professional of Nigerian (ISPON)

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2.4 HAZARD AND EFFECTS MANAGEMENT

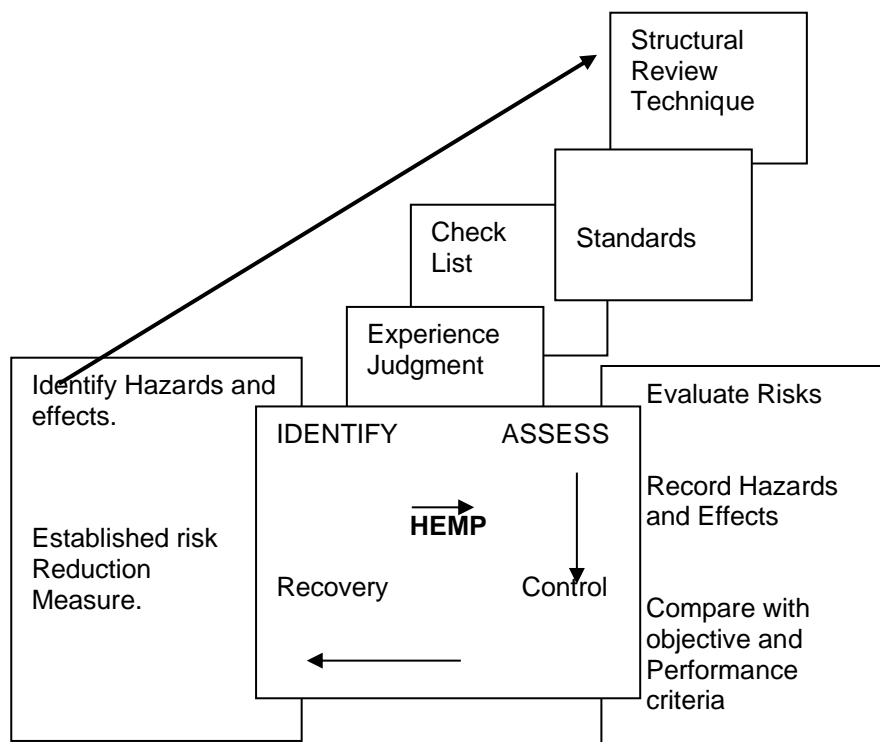
2.4.1 METHODS AND PROCEDURES FOR HAZARDS AND EFFECTS MANAGEMENT

2.4.1.1 COVERAGE

Hazard and effects management is the structural hazard analysis involving hazard identification, assessment, control and recovery measures.

The aim of these is to provide structural approach towards the analysis of hazards throughout the project. This is achieved through the use of tools and techniques that allow hazards to be identified, access and understood as to be controlled and if necessary, recovered from if control is lost.

Table below shows a typical structure of hazards and effects management.



Experience / Judgment

The knowledge of experience personnel provides a sound basis for hazard identified and assessment. They can be drawn on experience gained from different aspects of the activities.

Checklists



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Checklists are normally drawn up from standards and operational experience and focus on area where the potential for mistakes is high. They are useful ways of ensuring that hazards and threats have been identified and assessed.

Standards usually contain information on hazard applicable to a particular type of operation. These reflect corrective knowledge and experience, accumulated on national or international operation and compliance with standards will reduce risk as low as reasonably practicable.

2.4.2 ASSESSMENT OF EXPOSURE OF THE WORK FORCE TO HAZARDS AND EFFECTS

2.4.2.1 EXPERIENCE AND AWARENESS

The principles of identify, assess, control and recover are used in the assessment of the scope and degree of exposure of work force to hazards.

The threats and potential hazards which may affect or arise throughout the life cycle of our projects are systematically identified.

The risks from the identified hazards are assessed against accepted screening criteria.

Control measures are put in place to check these risks and finally a recovery measure in case of control failure.

ATTACHED IS THE RISK ASSESSMENT MATRIX (RAM)



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RISK ASSESSMENT MATRIX

CONSEQUENCE					INCREASING PROBABILITY				
Redding	People	Assets	Environment	Reputation	Never heard of in Oil/Gas Industry	Heard of Incident in Oil/Gas Industry	Incident has occurred in our company	Happens several times per year in company	Happens several times per year in location
0	No injury or Damage to health	No Damage Cost to rectify Nil	No Effect Cause to rectify Nil	No impact, No public awareness.					
1	No injury, No Fatality, No Disability, No impact on work.	Slight Damage Cost to rectify below \$ 10,000	Slight Effect Negligible cause Within CLIENT facility /premises	Slight impact public awareness exist, No concern			CONTINUOUS IMPROVEMENT		
2	Minor injury, few work or reduced work.	Minor Damage Cost to rectify Below \$100,000	Minor Effect Temporary damage on environment	Limited impact local public/media concern.					
3	Major injury, permanent fatality Disability impact on work	Localized Damage Cost to rectify up-to \$500,000	Localize Effect Linked toxic discharge	Considerable impact adverse regional public concern.			DEMONSTRATE ALARP		
4	Single fatality or Permanent Total Disability	Major Damage cost to rectify up-to \$10,000,000	Major Effect Several damage Major cost to rectify.	National impact Adverse National public concern	MEDIUM				
5	Multiple fatalities	Extensive Damage to rectify above \$10,000,000	Massive Effect Long term damage or resource to restore.	International impact Adverse National public concern			INTOLERABLE RISK		

LEGEND:

LOW



MEDIUM



MAJOR





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2.4.3 HANDLING OF CHEMICALS AND OTHER POTENTIAL HAZARDS

2.4.3.1 COVERAGE

THOMIFAB procedures for control and handling of chemical and hazardous substances are intended to comply with Federal Environmental Protection Agency (FEPA) regulations.

Those personnel directly handling hazardous substances must satisfy themselves that they have identified the material and establish the practices to be adopted.

Information

Relevant information shall be provided as follows:

- Material safety Data sheets (MSDS's) provided by manufacturers, producers and or suppliers of the substances.
- Clear identification of hazardous substances in pipes and vessels, and registers of hazardous substances used or produced in the workplace.

Control

- Warning signs shall be conspicuously displayed on chemical stage area to restrict access to unauthorized personnel.
- Engineering measures such as enclosure and/or ventilation.
- Exposure of personnel to hazardous substances must be kept to levels as low as reasonably practical and in cases below levels set by regulations reverent Nigeria and/or international exposure standards, taking due account of all precautionary notes on the application of such standards.
- Adequate PPE relevant to personnel handling hazardous chemical shall be given to the personnel.

Note: the use of PPE to control exposure must be restricted to temporary or emergency situation.

- ❑ **SEE CLIENT APPROVED SHOC CARDS**



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SAFE HANDLING OF CHEMICALS (SHOC)

			SHOC NO: 002	
LUBE -106				
COMPOSITION:	Proprietary blend of Fatty Acid	APPEARANCE AND ODOUR:		Pungent amber liquid
USAGE:	Lubricant	INCOMPATIBILITIES		
TYPES OF HAZARD / EXPOSURE		HAZARDS/SYMPTOMS:	PREACUATIONS	FIRE EXTINGUISH-ING AGENTS/FIRE AID
SAFETY:				
FIRE:		Toxic fumes may be evolved on combustion.	No open flames, sparks or ignition sources.	Carbon dioxide, dry chemical powder, foam.
STABILITY:		Stable	None	
HEALTH				
INHALATION (BREATHING)		Coughing	Respirator	Fresh air
SKIN:		Redness	Rubber gloves	Wash with soap and water.
EYES:		Redness and blurred vision	Safety mono-goggles	Flush with water, obtain medical attention.
INGESTION SWALLOWING):		Abdominal pain.		Drink water, vomiting, obtain medical attention immediately.
ENVIRONMENT				
		Slightly toxic to mammals. Biodegradable may cause oxygen shortage.	Avoid gross contamination of soil and water.	



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SAFE HANDLING OF CHEMICALS (SHOC)

			SHOC NO: 027
DIESEL OIL			
COMPOSITION:	Mixture of hydrocarbons	APPEARANCE AND ODOUR:	Colourless liquid with characteristic Odour
USAGE:	Fuel, drilling fluid additive	INCOMPATIBILITIES	
TYPES OF HAZARD / EXPOSURE	HAZARDS/SYMPTOMS:	PREACUATIONS	FIRE EXTINGUISH-ING AGENTS/FIRE AID
SAFETY:			
FIRE:	Combustible.	No open flames, no sparks ad smoking.	Carbon dioxide powder, foam.
STABILITY:	Stable		
HEALTH			
INHALATION (BREATHING)	Headache.	Respirator, good ventilation	Fresh air.
SKIN:	Degreases the skin	Protective gloves, rubber boots and coverall.	Wash with plenty of water and soap.
EYES:	Pain.	Mono-goggles	Flush with water, obtain medical attention.
INGESTION SWALLOWING):	Abdominal pain, nausea		Drink plenty of water DO NOT INDUCE VOMITTING, seek medical attention immediately.
ENVIRONMENT			
	Moderately toxic to aquatic life.	Avoid gross contamination of soil and water.	
SPILAGE MITIGATION:		PACKAGING MATERIAL:	Bulk steel drums
Absorb / prevent spreading with sand/earth, collect and wash away remainder with plenty of water.	STORAGE:		Keep cool, fire proof.
DISPOSSAL OPTION:	FLASH POINT:		> 62°C
Incinerate Dispose of in crude delivery facilities.	AUTO IGNITION TEMPERATURE:		220 – 300°C
VERSION: 27	DENSITY:	DATE OF ISSUE:	



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SAFE HANDLING OF CHEMICALS (SHOC)

			SHOC NO: 006	
COMPRESSED OXYGEN				
COMPOSITION:		Oxygen	APPEARANCE AND ODOUR:	
USAGE:			INCOMPATIBILITIES	
TYPES OF HAZARD / EXPOSURE		HAZARDS/SYMPTOMS:	PREACUATIONS	FIRE EXTINGUISHING AGENTS FIRST AID
SAFETY:				
FIRE:		Non-combustible.		Use extinguishing agent appropriate to the surrounding fire condition
STABILITY:		Stable		
HEALTH				
INHALATION (BREATHING):		At most minor discomfort.		No specific measures.
SKIN:		At most minor discomfort.		No specific measures.
EYES:		At most minor discomfort.		No specific measures.
INGESTION / SWALLOWING:		At most minor discomfort.		No specific measures.
ENVIRONMENTAL				
		Non-toxic.		
SPILLAGE MITIGATION:			PACKAGING MATERIAL:	Cylinder with special fittings.
Ventilate.		STORAGE:		Keep cool, fire proof, separate from bases and alcohols.
DISPOSSAL OPTION:		FLASH POINT:		
Bleed of cylinder in a well ventilated area.		AUTO IGNITION TEMPERATURE:		
VERSION: 27			DATE OF ISSUE:	



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2.4.4 HAZARDS AND EFFECTS MANAGEMENT AND ASSESSMENT OF PPE REQUIREMENTS

2.4.4.1 HAZARD ASSESSMENT / PPE REQUIREMENTS

Processes that require the use of PPE are listed below:

S/N	PROCEDURE	SATUTORY REQUIREMENT
1	Mechanical works	Eye protection, safety boot, leather hand glove, helmet coverall, hearing protection, face protection.
2	Civil works	Eye protection, safety boot, leather hand glove, helmet coverall, hearing protection, face protection.
3.	Administrative offices	No mandatory requirements, dress standards to be appropriate to office duties, foot wear must be worn preferably covered.

The safety officer and store keeper shall be jointly saddle with the responsibility of recording, issue, inspection, replacement of PPE while management shall ensure adequacy of stock.



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2.4.4.2 PPE INSTRUCTION / TRAINING

PPE requirements for all Personnel includes the following:

- Hard Hat
- Safety Shoe
- Hand Glove
- Coverall
- Rain boot
- Nose mask
- Ear muff
- Others.

Regular inspection of staff PPEs will be carried out with a view to identifying PPE needs of Personnel.

Instruction for PPE usage will be done during toolbox briefing and on and on while work is in progress.

Training on PPE usage will be a focus during the induction of new staff.

2.4.4.3 RENEWAL / REPLACEMENT

PPE shall be replaced on the basis of the user producing the previous PPE in use. This is a measure against abuses by users.

THOMIFAB shall engage a supplier whose competence shall be ensured.



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2.5 PLANNING AND PROCEDURES

2.5.1 BASIC HSE RULES

2.5.1.1 AVAILABILITY

THOMIFAB is strongly committed to HSE in its operations. A set of rules have been put in place in pocket size hand book which is made available to all Personnel on site. New employees shall be given this HSE pocket size after induction and engagement into the company.

Toolbox briefing shall be used daily to disseminate all HSE issues on site. The HSE officer shall make sure that all updates will be documented.

2.5.1.2 COVERAGE

Safety rules are made to protect you and other persons against risks to health and safety.

The workers shall be mandated to study and obey these safety rules:

- Prohibition of the use of drugs and alcohols on site.
- Report all unsafe acts and unsafe conditions.
- Strict attendance to tool box meeting and HSE meetings.
- Proper use of Personal Protective Equipment.
- Proper waste segregation practice.
- You must not intentionally or recklessly interfere with or misuse anything provided to safeguard life and property.
- Do not attempt to carry out any work of a dangerous nature, or operate an equipment unless you have been trained or authorized to do so.
- No smoking.
- It is your legal duty to take reasonable care for your own safety and that of other persons who may be affected by your conduct.
- Prompt response to emergency drills and situations.



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2.5.2 EMERGENCY RESPONSE PROCEDURES

2.5.2.1 COVERAGE

The likely emergencies that might arise in our projects are outlined below and the procedures to follow in responding to the emergencies are drawn up.

POTENTIAL EMERGENCIES FOR THE PROJECT

1. Fire out-break.
2. Community hostilities.
3. MEDEVAC.

2.5.2.2 EMERGENCY DRILLS

Measures that shall be put in place for the orientation of personnel includes the following:

- Training; Personnel shall be trained, retrained and rehearsals shall be performed to keep the disaster plan programme in good working order.
- All personnel shall be taught what to do min each type of disaster or impending disaster.
- Drills; Coordinated practice drills for the entire site shall be frequently carried out at regular intervals aimed at educating the workforce and at the same time correcting deficiencies and unrealistic features of the disaster plan.
- The planning document shall be publicized and made available to the entire workforce.

SCHEDULE OF DRILLS AND TESTING

S/NO	TYPE OF DRILL	FREQUENCY
1	Fire	Quarterly
2.	Medevac	Quarterly
3.	Community Unrest	Twice/yr



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FOLLOW UP DRILLS AND EXERCISES

Drills and exercises performed/carried out shall be fully documented and sent to the disaster control council for verification and approval before finally publicized at the work site offices for the benefit of all.

ROLE OF EMERGENCY RESPONSE TEAM

FIRE WARDEN/TEAM

- ❖ Inform medical team.
- ❖ Extinguish fire
- ❖ Inform security team
- ❖ Make building safe
- ❖ Notify fire team of trapped persons

MEDICAL TEAM

- ❖ Mobilize ambulance
- ❖ Mobilize medical support team
- ❖ Inform medical senior
- ❖ Administers first aid treatment.
- ❖ Convey victims to hospital

SECURITY TEAM

- ❖ Guard emergency site
- ❖ Open emergency door
- ❖ Open emergency exit door



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2.5.3 HSE EQUIPMENT AND EQUIPMENT HSE INSPECTION

2.5.3.1 HSE EQUIPMENT

- Rain coat
- Safety helmet
- Nose mask
- Safely rain boot
- Safety boot
- Coverall
- Fire extinguisher
- Ear muffs
- Hand glove

2.5.3.2 CRITICAL ITEMS FOR HSE INSPECTION

List of Inspection equipment

- Medical facilities
- Heavy duty trucks
- Heavy duty equipment
- Light vehicles
- Hand tools
- PPES

(b) Equipment Inspection procedures

The company shall ensure that her working equipment are suitable for their purposes, maintained in good order and meet regulatory or CLIENT requirement apart from pre-mobilization inspection and subsequent follow up. Any known hazard or risk related to deficiencies with work equipment shall be checked.

The procedures are as follows:

1. PPE requirements shall be formally assessed with spot check/safety Inspection checklist on usage.
2. There shall be in – house training when necessary.
3. All PPE requirements will be monitored and usage enforced. Replacement will be made when the need arises.



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4. Supervisory inspection or equipment prior to use.
5. All workers and equipment users shall be given orientation before engagement to identify or evaluate hazardous practices and equipment condition for safe working condition.
6. Periodic inspection shall be conducted by top management on all equipment on site.
7. Competent personnel shall man all equipment.
8. On-the-job orientation for equipment users.
9. Vehicle/equipment maintenance to be conducted on a regular basis.
10. Safety inspection checklists attached for all equipment on Site.

Inspection team shall comprise the Managing director, Project Engineer, Safety Officer and CLIENT Representative.



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2.5.3.3 SCHEDULE

INSPECTION SCHEDULE

S/N	TYPE OF EQUIPMENT	SCHEDULE OF INSPECTION FOR FIRST 6 MONTHS						
		Location	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1	Fire extinguishers	SITE			NL			NL
2	Medical facilities	SITE	NL	NL	NL	NL	NL	NL
3	PPEs	SITE	NL	NL	NL	NL	NL	NL
4	Heavy duty trucks	SITE	NL	NL	IC	NL	NL	NL
5	Heavy duty equipment	SITE	NL	NL	IC	NL	NL	NL
6	Light vehicles	SITE	NL	NL	IC	NL	NL	NL
7	Hand tools	SITE	NL			NL	NL	

Key:

I.C. Inspection Company

NL: THOMIFAB

C: Client (CLIENT)



THOMIFAB GLOBAL LIMITED

2.5.4 OCCUPATIONAL HEALTH

2.5.4.1 FACILITIES AVAILABLE

(1) OCCUPATIONAL HEALTH PROGRAMME

- ❖ Occupational health is concerned with health of workers in relation to their work and environment. The aims of occupational health is to achieve the following
- ❖ Prevention of deteriorating health due to long hour of work
- ❖ Placement of and maintenance of a worker in work environment suitable to his health
- ❖ Protection of workers from risk and dangerous factors present in their job.
- ❖ Drugs to be provided will be in accordance with approved list from CLIENT for first aid.

CONTINGENCY PLAN

2.5.4.3 CONTINGENCY PLANS

In the event of any incident/Accident beyond the capability of the site medical facilities, the victim shall be evacuated to the retainership clinics for further attention.

The nearest firefighting service station shall be drafted immediately in the event of fire outbreak.

2.5.4.5 HYGIENE AND HOUSE KEEPING

Personnel and site Hygiene shall be vigorously pursued. Good housekeeping shall be applied, this is to reduce accident rate, fire hazard etc.

Judicious use of space will be maintained.

- To ensure cleanliness and maintenance on site, the following measures shall be applied.
- Rags, Grass must be carefully stored in close container.



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- Raw materials received are to be stored in a particular place
- Flexible cables and hand tools are to be kept away from the work floor passages.
- Work place must be clean and tidy all the time.
- Waste segregation must be applied and maintained.

2.5.5 ENVIRONMENTAL

2.5.5.1 AWARENESS

ENVIRONMENTAL POLICY

THOMIFAB GLOBAL LTD believes that our natural environment, which is of vital importance to all living things, must be protected at all times.

We shall, in pursuance of our technical objectives, recognize the significance of the environment by conducting our activities in such a way as to achieve maximum protection of the environment. We shall also put in place necessary measures aimed at rectifying the environment, when unavoidable damage is done.

Audit of work areas shall form an integral part of our routine site audits.

Environmental Impact Assessment (E.I.A.) shall be conducted on as-need basis. Prompt reporting, investigation and follow up of negative interference with the environment shall be effected without delay.

All workers shall participate in activities aimed at developing and sustaining awareness of the need to protect and rescue work and third party environment.

The company shall follow strictly all relevant clients' and governmental regulations on the environment.

A handwritten signature in blue ink, appearing to read 'Fred Thompson', is positioned above the printed name.

.....
Thompson Aniedi Fred
MD/CEO



THOMIFAB GLOBAL LIMITED

2.5.5.2 CONTROL

THOMIFAB will abide with all existing environmental legislation during the execution of her projects.

The Management of all waste generated on sites will be segregated and documented in accordance with CLIENT waste management procedure.

WASTE MANAGEMENT:

Waste management procedure shall be activated and implementation of the following measures.

Effective implementation of waste management process such as waste identification and segregation.

Waste tracking / codification.

The principle of the four 4 R's of waste management will be in enforce ie:

Reduce
Reuse
Recycle
Recover

2.5.5.3 MONITORING AND RESTORATION

Waste such as solid waste, Liquid waste will be track, collected and evacuated to CLIENT approved dump site in line with waste management manual.

THOMIFAB knowing the global concern on environment the management shall institute a dedicated waste management team / committee that will be chaired by the HSE Coordinator in tracking / identifying, segregation, and evacuation of generated waste are taken care of. This is to restore the environment to its pre-work condition.

We have two types of wastes that will be generated on site. They are:

- a. Solid Waste
- b. Fluid or Liquid Waste



THOMIFAB GLOBAL LIMITED

Solid Waste:

This sort of waste shall be generated within the camp and work area. The following method shall be used to cart the waste away:

- Sewage system to convey the waste to the provided SAP and ST.
- Dustbins to contain all generated solid waste, which shall later be disposed of by the approved authority at an approved area.
- All spoils from excavation shall either be backfilled or (if found to be of approved standard) or shall be disposed at an approved location.
- Dangerous / toxic materials shall be disposed and handled at an approved location under supervision.
- Spoils from our kitchen and other particles that may be produced in the camp / work area shall be carted away by tipper to CLIENT designated dump.

Fluid/Liquid Waste

- This shall be disposed of through a proper water discharge channel or drainage into the ST located within the site area and discharged into an approved drain.
- HSE committee and inspection team will ensure that operating environment is properly protected.
- In all our operating sites, **THOMIFAB** shall ensure that diesel and petrol tanks are stored in bonded areas with caution sign placed to alert other users of the hazards that could be expected.
- Drivers, operators and other staff involved in construction activities and properly briefed so as to avoid damage to Client property, such as oil pipeline, well heads etc.

Condemned diesel will be used for greasing form works.

SEE ATTACHED WASTE TRACKING FORM:



THOMIFAB GLOBAL LIMITED

HSE WASTE MANAGEMENT REGISTER / TRACKING FORM

CONTRACT NO:

PROJECT:

LOCATION:

Waste Categorization: Industrial (Hazards)

Industrial non-hazards

others (Specify).....

Waste Disposal Method:.....

S/N	DATE	Waste Description including generation process	Site Focal point	Qty/Vol.	Source/Location	Disposal site	Details of disposal process	Collected by	Approved by (Site Manager)

Summary statement

Total Qty/Vol of waste not reused.



THOMIFAB GLOBAL LIMITED

2.5.6.3 OPERATIONS MANAGEMENT

JOURNEY MANAGEMENT SYSTEM

ROAD TRANSPORTATION

Safe road journeys can only be achieved through proper defensive driving techniques. These techniques aim at ensuring that a journey is successfully done to save life, money and time, in spite of the various conditions around us and the action of others.

PRE MOBILISATION INSPECTION

Before any pre-mobilization is carried out, our in-house HSE management normally check the following before presenting to our client. All observed defects are satisfactorily checked. We also ensure that all vehicles, meets the required safety standard, through constant checks and maintenance.

JOURNEY MANAGEMENT PROCEDURE:

To ensure safety of the workers and third party, **THOMIFAB** put on a complete policy concerning the selection of drivers and vehicles, accordingly with the trip condition.

- **Drivers selection:**

The selection of drivers is very essential in **THOMIFAB**.

The driver must have a minimum of five years of experience. He must be trained on DDC at least 3 times within the past 5 years. Drivers will also undergo CLIENT DEP I and II training course. His experience must enable him to have a good sense of judgment and an excellent driving skill.

The driver must be physically and mentally fit for the journey, no drugs (marijuana, narcotics, and tranquilizers).



THOMIFAB GLOBAL LIMITED

- **Vehicle condition:**

The vehicles must have a pre-mobilization certificate issued, after inspection, from CLIENT.

- a. Seat belt for all occupants, except in trucks and buses where it is provided only in the front seats.
- b. One side mirror on each side.
- c. One fire extinguisher.
- d. A first aid box.
- e. Indication of current tyre pressure.
- f. Reverse alarm for trucks and buses.

Vehicle will be inspected daily by drivers before use, using inspection checklists.
(SEE ATTACHED VEHICLE CHECK LIST)

- **Vehicle loads**

All loads shall be adequately placed and well secured. Any vehicle carrying an abnormally large and heavy load shall be so marked in front and rear to warn other road users. Loads protruding beyond the rear of the vehicles shall be marked by a red flag by day and red light at night. No load shall exceed the width of the vehicle unless the vehicle is provided with an escort, who shall be giving on-coming vehicles advance warning of the loaded vehicle. Personnel shall not be carried in the load carrying area of goods vehicle.



THOMIFAB GLOBAL LIMITED

FROM:

TO:

DATE:

REF: LAND/65.27

SUBJECT:***

MED / HEAVY VEHICLE INSPECTION REPORT

OWNERS/COY:
VEHICLE TYPE:
CONTRACT NO:
ENGINEER NO:
CATEGORY:

* FLEET CODE
* REG. NO.
* CHASSIS NO:
* SPEEDO:
* DURATION:

ITEM	YES	N O	NA		YES	N O	NA
CAB				ELECTRICAL SYSTEM			
SIDE MIRRORS CLASSES				HEADLIGHT			
WINDSHIELD WIPPER-FRONT				PARKING LIGHT			
WINDSHIELD WASHER-REAR				BRAKE LIGHT			
REAR WINDSHIELD				REVERSE LIGHT			
FRONT WINDSHIELD				HAZARD LIGHTS			
BODY WORK				DEACON LIGHTS			
INTERIOR LIGHT				SIDE/MARKERS LIGHT			
AESTHETICS				TRAFICATORS			
DOOR LOCKS				PANEL LIGHT			
DOOR GLASSES				HORNS			
BOOT/LOCKS				STARTING OPERATION			
NONNET/LOCK				BATTERY CONDITION			
IVMS				BATTERY/WATER LEVEL			
				BATTERY TERMINALS			
INTERIOR				NUMER PLAT LIGHT			
UPHOLSTERY				BACK-UP ALARM			
DOOR CARPETS							
FOOT MATS				BREAKING SYSTEM			
DOOR GLASS WINDER				HAND BRAKE			
DASHBOARD				AIR LINES			
OIL PRESSURE GUAGE				AIR REERVOIR			
TEMPERATURE GUAGE				SPRING BRAKES			
AMMETEUR GUAGE				BRAKE CHAMBER			
SPEEDOMETER READING				HYDRAULIC LINES			
FUEL GUAGE				HYDRAULIC RESERVOIR			
SEAT BELT							
HEAD RESTRAINTS							
SEAT ADJUSTER							



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ITEM	YES	N O	NA		YES	N O	NA
COOLING SYSTEM				SUSPENSION SYSTEM			
RADIATOR				SHOCK ABSORBERS			
FAN/MOTOR/BLADE				COIL SPRINGS			
FAN BELT				LEAF SPRINGS			
WATER HORSE				WHEEL SEALS			
COOLANT LEVEL				REAR AXLE			
ENGINE TEMPERATURE				TYRE MIX			
A/C BELT				TYRE THREAD			
				TYRE PRESSURE			
MECHANICAL SYSTEM				WHEELS/STUDS/BOLTS			
ENGINE CONDITION				CHASSIS FRAME			
ENGINE OIL LEVEL							
ENGINE OIL SEALS				OTHERS			
CLUTCH PEDAL FREE PLAY				FIRE EXTINGUISHER			
CLUTCH RELEASE				TRIANGULAR REFLECTOR			
EXHAUST SYSTEM				TOOLS			
TRANSMISSION				JACK			
FUEL LINES				SPARE TYRE			
UNDERNEATH				WHEEL BRACE			
				SPARK ARRESTOR			
STEERING SYSTEM				VEHICLE LICENSE			
POWER STEERING				DRIVER LICENSE			
FLUID SEALS				CLIENT DRIVING PERMIT			
FLUID LINES				NUMBER PLATE			
STEERING BOX				A/C SYSTEM			
TIE ROD ENDS				HOUSEKEEPING			
LINKAGES				INSURANCE CERTIFICATE			
WHEEL CLERANCE				ROAD WORTHINESS CERTIFICATE			
				HACKNEY CARRIAGE			

YES-CORRECT

NO-NOTCORRECT

NA-NOT APPLICABLE

HIGHLIGHTS OF INSPECTION

ACCEPTED
NOT ACCEPTED
CONCLUSION

SIGNATURE:.....

INSPECTED BY:.....

DATE:.....

SIGNATURE:.....

AUTHORISED:.....

DATE:.....



THOMIFAB GLOBAL LIMITED

- **Trip condition:**

The weather is the most important factor in trip condition. If it's raining the driver must adjust his speed limit accordingly, if it's a sunny day he should make that the sun won't disturb him else the company will provide for him colored or photochromic glasses.

- **Weather condition:**

Drivers should be careful and study the weather conditions before any journey is executed specially when roads are wet and slippery, they should be aware that:

- Reflection depending on intensity of the rays and mirage can constitute a driving hazard in the day.
- Restricted visibility glare reflection from other vehicles may affect one's driving ability in the night, and the driver should adjust his driving to suit the existing weather condition.
- Light scattering on windscreen can affect the vision of the driver, therefore he shouldn't over drive the headlight and ensure that the windscreen is always clean to avoid these effects.

For situation involving adverse weather condition reduce your speed increase your following distance:

- **In Vehicle Monitoring System (IVMS)**

The speed of all light duty vehicles in use is monitored with installed IVMS. These will help to keep track of speed, distance travel and bad driving habits.

These systems are normally downloaded every month and erring drivers are cautioned through this medium.

- **Incentive and Sanctions**

Apart from continuous training, no driver will be allowed outside our gate without the seat belt on and also without having filled in his journey management slip. Other incentives have been introduced by the company to make sure that there are no incidents, such as:

- Driving bonus for drivers who make perfect trips.
- Commendations from management.
- Yearly safe driving bonus for accident free drivers.

THOMIFAB shall appoint competent Land Journey Management personnel with the relevant knowledge of Journey Management. The personnel shall be responsible for the provision of Journey Management form, filling and authorization of all Land Journeys.

SEE ATTACHED LAND JOURNEY MANAGEMENT FORM.



THOMIFAB GLOBAL LIMITED

JOURNEY MANAGEMENT SLIP

(To be filled in duplicate)

USER'S NAME:..... USER'S SIGNATURE:.....
 DATE:..... ID NUMBER
 VEHICLE TYPE:..... REG. NO:..... FLEET CODE:.....
 EST. START TIME:..... EST. END TIME:..... EST. DURATION:.....
 JOURNEY FROM:..... TO:.....
 DRIVER'S WILKRISS NIG LTD PERMIT EXPT. DATE:.....
 JOURNEY PURPOSE:.....

ADVISED ROUTE:.....

** HAS ADVISED ROUTE BEEN COMMUNICATED TO DRIVER? Y/N

EST. DISTANCE: MIN. TRAVEL TIME:.....

MAX. SPEED 100 (Express way)

45K PH (Urban/Built up Areas)

HIGHLIGHT SPECIFIC / APPLICABLE HAZARDS	CONTROL MEASURES
SAFETY HAZARD	
ENVIRONMENT HAZARD:	
HEALTH HAZARD:	
SECURITY HAZARD:	
COMMUNITY THREAT:	
** PRECAUTIONS ADVISED: Build your defense against all related hazards. Obey all traffic rules	
APPROVED BY (TRANSPORT OFFICER):	SIGNATURE:
DATE:	INSTRUCTIONS:
DISPATCH DATE:TIME:	SPEEDO OUT:
RETURN DATE/TIME	SPEEDO IN:
	NO NIGHT DRIVING:
	DISPATCHER/SIGN:
	DISPATCHER/SIGN:

**THOMIFAB JOURNEY MANAGEMENT REQUIREMENTS:

- 1) Driver / User have read and understood the **THOMIFAB** Operation vehicle procedure? Y / N
- 2) Driver / user have discussed hazards & control measures with team leader? Y / N
- 3) Driver medically fit for the day? Y / N
- 4) Vehicle road worthy, with spare tyres, fire extinguisher. Enough fuel and up to date papers? Y/N
- 5) Drivers / user has all necessary PPE? Y / N
- 6) Vehicle equipment with Telecom (Mobitex/hand held radio) Y/N
- 7) Are there tollgate on the route Y/N
- 8) Has provision been made for lunch, overnight stay etc Y/N
- 9) Have the user contact address / phone numbers to handle emergencies? Y / N
- 10) Is IVMS functioning? Y/N

END-JOURNEY ANALYSIS REPORT:			
HAZARD IDENTIFIED e.g. Bad road, busy road junction	JOURNEY RELATED INCIDENT	LOCATION	ACTION POINT REMARK

Note:

- 1) All journeys that will exceed 18.00hrs must be approved by MD
- 2) J/M slip must accompany trips.
- 3) Dispatchers should physically check the speedometer reading before dispatch.
- 4) J/M slip must be submitted to the supervisor on return after completing the end journey Analysis report.



THOMIFAB GLOBAL LIMITED

2.6 IMPLEMENTATION AND PERFORMANCE MONITORING

2.6.1 HSE PERFORMANCE

2.6.1.1 MEASUREMENT

THOMIFAB SAFETY PERFORMANCE STATISTICS FORMAT MONTHLY RETURNS

CONTRACT NUMBER: _____

RETURN FOR THE MONTH OF: _____

S/N	KEY PERFORMANCE INDICATOR	UNIT	TOTAL RECORDED CASE
1.	Number of Employee	Nos	
2	MAN-HOURS	MHRS	
3	Fatalities & Permanent Disabilities	Nos	
4	Lost Workday Cases (LWC)	Nos	
5	Restricted Work Cases (RWC)	Nos	
6.	Medical Treatment Cases (MTC)	Nos	
7	First Aid Cases (FAC)	Nos	
8	Near Misses	Nos	
9	Occupational Illnesses (TOI)	Nos	
10	Calendar Man-day Lost due to Sickness Absence	Nos	
11	Recordable Incidents not included above (TRC)	Nos	
12	Non-Accidental Deaths (NAD)	Nos	
13	Road Traffic Accidents (RTA)	Nos	

MONTHLY LOGISTICS STATISTICS	NO. OF VEHICLES	KILOMETER DRIVEN
Heavy Duty Vehicles		
Light Duty Vehicles		

MAMES OF INJURED PEOPLE ABSENT FROM WORK OR ON RESTRICTED WORK DURING THE MONTH

NAME	STATUS	DATE
	Returned to work on	
	RETURNED TO WORK ON	
	RETURNED TO WORK ON	

Signed by		Signed by CLIENT Representative	
Position:		Reference Indicator:	
Date:		Date:	



THOMIFAB GLOBAL LIMITED

2.6.1.3 COMPARISON OF PERFORMANCE

- *SEE ATTACHED COPY OF OUR PERFORMANCE RECORDS*



THOMIFAB GLOBAL LIMITED

SUMMARY OF HSE PERFORMANCE (STATISTICS) COMPLETED FOR THE YEARS 2020, 2021 & 2022

ITEMS	HSE PERFORMANCES					
	2020		2021		2022	
	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL
COMMUNITY DISTURBANCE	10	7	7	6	6	3
FATALITY	0	0	0	0	0	0
LOST TIME INJURY (LTI)	0	0	0	0	0	0
LOST TIME INJURY FREQUENCY (LTIF)	0.00	0.00	0.00	0.00	0.00	0.00
MEDICAL TREATMENT CASE (MTC)	0	1	0	0	0	0
FIRST AID CASE (FAC) (INJURIES)	0	7	0	3	0	4
NEAR-MISS (NM)	20	12	12	6	6	8
HAZARD IDENTIFICATION REPORT (HIR)	500	550	550	468	500	1000
RESTRICTED WORK CASE (RWC)	0	0	0	0	0	0
ROAD TRANSPORT ACCIDENT / INCIDENT (RTA/RTI)	0	0	0	0	0	0
TOTAL RECORDABLE CASE FREQUENCY (TRCF)	0	0	0	0	0	0
LTI FREE CUMMULATIVE MAN-HOUR	835,227	859,625	857,625	895,115	895,115	975,936



THOMIFAB GLOBAL LIMITED

2.6.2 INCIDENT INVESTIGATION

2.6.2.1 COVERAGE

ACCIDENT/INCIDENT REPORTING PROCEDURE

All accidents should be reported as soon as they occur giving factual information to management in order to prevent recurrence by accurately determining the causes and contributing factors. There are two stages of accident investigation, namely.

The Interim Report and the Final Report after site visit. The interim report consists of the victim's particulars and is issued by the site supervisor while the final accident report is issued after accident investigation site visits by the investigating team.

ACCIDENT REPORTING:

In the event of an accident occurring, the most senior personnel on site at the time shall report the accident immediately to the CLIENT engineers and the company's head office giving the following information.

- a. Type of accident/incident.
 - b. Place, dated and time of accident/incident.
 - c. What happened.
 - d. Injuries – number/extent.
 - e. Location of casualties.
 - f. Medical treatment received by casualties.
 - g. What is being done.
 - h. Further action required.
- A preliminary report shall be submitted to CLIENT within 24 hours.
 - The accident shall be investigated and a detailed written report shall be submitted to CLIENT.
 - A road traffic accident involving a third party shall be reported to the Nigerian Police also within 24 hours.

SEE ATTACHED OVERLEAF ACCIDENT/INCIDENT REPORTING FORMAT



THOMIFAB GLOBAL LIMITED

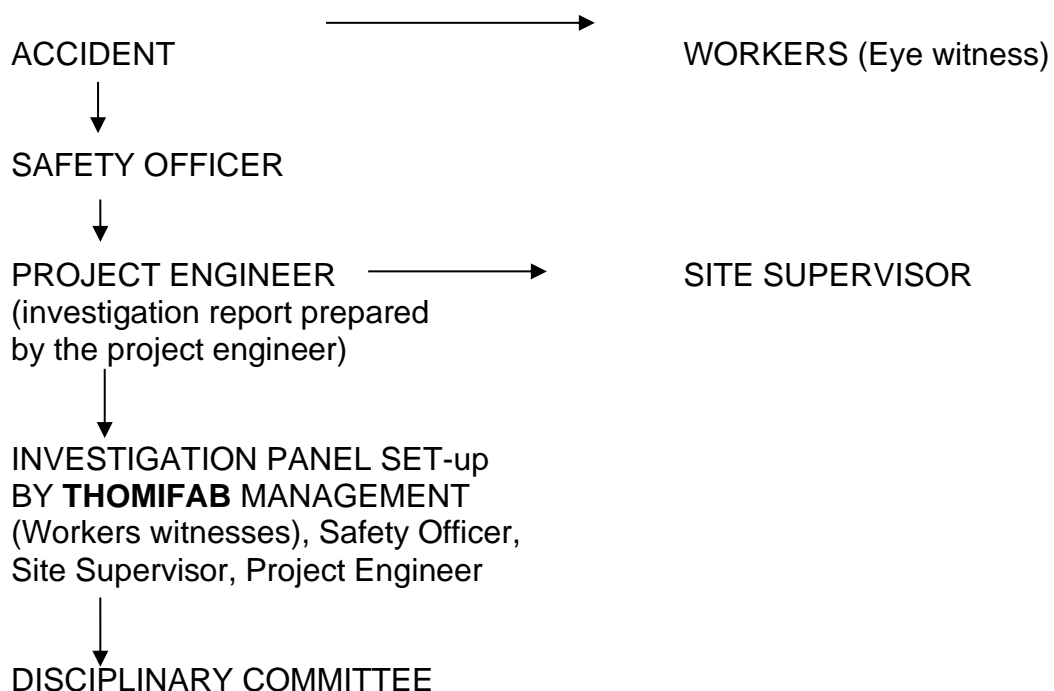
2.6.2.2 METHODS

ACCIDENT/INCIDENT INVESTIGATION METHODS AND FOLLOW UP PROCEDURE

INVESTIGATION PROCEDURE

- A study of interim report
- Visit scene of the accident. Select a quiet area convenient to talk with the victim and witnesses. Keep of all workers.
- Talk with the injured person if possible. Talk with the witnesses.
- Stress getting the facts, not placing the responsibility or blame.
- Listen for clues in conversations. Unsolicited comments often have merit.
- Encourage people to give their ideas for preventing the accident.
- Study possible causes – both unsafe acts and unsafe conditions.
- Confer with interested persons about possible solutions. The problem may have been solved by someone else.
- Write up a report.
- Public corrective actions taken to the benefit of all employees.
- Follow up to make sure conditions are corrected if not immediate.

ACCIDENT INVESTIGATION PROCEDURE





THOMIFAB GLOBAL LIMITED

(Management of **THOMIFAB**, Project Engineer and Managing Director)