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# Health & Safety Policy

	<b>SYNCHRO Engineering Co. Ltd</b> شركة ساينكرو الهندسية المحدودة	<b>Documents No.:</b> SYN/MNL-2011-004		
		<b>Issue No.:</b> 1	<b>Rev. No.:</b> 3	<b>Department:</b> Management
<b>OCCUPATIONAL HEALTH &amp; SAFETY POLICY</b>		<b>Issue Date:</b> 01-11-2011	<b>Rev. Date:</b> 01-01-2018	<b>Page:</b> 1 of 9

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## 1.0 GENERAL

SYNCHRO ensures all its engineering & construction activities shall be designed and completed as per CLIENT HSE regulations and Sudan Government Rules and Standards.

All levels of management, senior and supervisory are responsible for implementing the safety and environmental requirements of SYNCHRO. All employees are required to understand and promote the safety, security and environmental standards of the company at all times and to cooperate with the company's program in every aspect.

### 1.1 Policy Statement and Objectives

SYNCHRO shall perform its operations in such a manner as to achieve the objectives as follows:

- Provide a safe working environment;
- Ensure the safety and health of crew and personnel working within SYNCHRO directed areas of operation;
- Protect the public from injury or ill health and prevent loss or damage to properties resulted from SYNCHRO's activities;
- Ensure and safeguard the conservation of the environment.

### 1.2 Safety Targets

SYNCHRO management keeps in mind and also always reminds it employees of Safety First. In taking measures to ensure a safe working environment aiming for:

- No fatalities;
- No loss time and any significant accidents;
- No roll over to vehicles.

### 1.3 Laws and Regulations

All applicable laws, acts and regulations issued by Sudan government or local authorities must be followed. The Owner's safety requirements and SYNCHRO's safety regulations and procedures also must be observed.

## 2.0 ORGANIZATION AND RESPONSIBILITIES

SYNCHRO shall take full responsibility for the health and safety of its employees, to meet the intent of the occupational health and safety policy and implement the health and

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safety regulation. SYNCHRO will make every effort to ensure the property not to be damaged and the employees not to be subjected to injury as a result of the operation.

### 2.1 Responsibilities of HSE Department

- Wholly take care of and handle the HSE issues on daily basis.
- Make the detailed HSE program and carry it out.
- Provide HSE training to all employees.
- Conduct health assessment and safety inspection.
- Prepare and check the condition of First Aid facilities and suitable medical treatment facilities.
- Handle health & safety insurance affairs of persons and automobiles accident.
- Monitor sickness absenteeism, keeping related records.
- Draw up all applicable specifications and regulations to be followed by all employees.

### 2.2 Responsibilities of HSE Engineer

- Lead the Dept. and officers to deal with all the HSE affairs and matters.
- Be responsible for management of HSE Dept, especially health protection and health promotion, safeguarding, labor protection, construction supervision and safety inspection.
- Coordinate with managers of other departments, e.g. engineering, procurement, construction, etc. to ensure the health, safety and environment fully considered in execution of the project.
- Ensure accident/incident reports are duly submitted to the Owner's representative as upon any accident/incident happen.
- Organize HSE meeting and safety audit monthly or whenever deemed necessary.

### 2.3 Responsibilities of All Personnel

It is the responsibility of every personnel to maintain a safe working environment, both at his assigned work place and in other parts of the survey area.

Any inappropriate conduct or mischievous act shall not be allowed, as this presents a safety hazard to the entire crew. Subject to regulation enforced, firearms, weapons, prohibited drugs or alcohol shall not be allowed at base camp or work place.

All SYNCHRO personnel are to undergo an annual medical check-up to certify their fitness for duties in harsh environment. Valid medical certificates are to be kept together with the personnel records for inspection purpose.

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### 3.0 SAFETY MEETING AND TRAINING

#### 3.1 Safety Meeting

##### Tool Box Meeting

Conducted at the work place in the morning before start of the work, discussing about the nature of the job to be done and what are the safety aspects to be observed and whom to contact in case of emergency.

##### Pre-Start Up Safety Planning Meeting

Conducted prior to the start of the Work, where SYNCHRO should prepare a discussion paper paying careful attention to hazard identification, protective clothing, first aid services contingency planning, etc

##### Safety Awareness Meeting

SYNCHRO will arrange regular safety awareness meetings or briefings at least once per month. The objectives of the meetings are:

- To review significant incidents and communicate specific hazards to maintain the workers safety awareness and knowledge at the level necessary to support safe work habits.
- To provide opportunities for personnel to voice their concern over unsafe situations or procedures in their respective work places.
- To provide information and warning for some personnel in regard to potential or existing hazards.
- To allow collective solutions to be put forward through discussion.

#### 3.2 Safety Review Meeting

SYNCHRO shall hold safety review meeting at least twice per month for construction supervisions and designated safety personnel to assess the effectiveness of the program and implement as necessary. SYNCHRO's safety officer shall conduct the meeting and maintain a record of all items covered with a list of that attendance.

#### 3.3 Safety Training and Emergency Drills

SYNCHRO undertakes to provide an adequate level of technical and safety training for all relevant personnel in connection with the Work which should include the safe operations of the equipment and machinery, lifting practices, excavation procedures, piling, scaffolding, timber stacking, etc.

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#### 4.0 SAFETY TOOLS AND EQUIPMENT

SYNCHRO shall provide adequate first aid equipment, fire extinguishers and other safety equipment of an approved type and amount, and shall maintain these equipment in a professional manner as dictated by legal and industry standard. SYNCHRO shall keep up to date records of all said equipment.

##### 4.1 Fire-Fighting Equipment

- Fire-fighting equipment and systems are to be checked and tested periodically.
- Fire extinguishers are to be prominently marked and located at the construction site.
- Fire water pumps are to be inspected, serviced and maintained in operational condition.
- All fire extinguishing and safety equipment must be maintained at all times for free access by all persons on Site.

##### 4.2 First Aid and Survival Equipment

- Adequate number of first-aid boxes units is to be placed at strategic points.
- First-aid boxes are to be inspected regularly and stocks replenished.

##### 4.3 Protective Equipment

- SYNCHRO is responsible to provide adequate personal protective equipment.
- SYNCHRO shall ensure the personal protective equipment to be worn at Site on all relevant occasions as indicated by notice, instructions and good practice.
- SYNCHRO shall ensure that all workers are trained in the proper use and limitations of the personal protective equipment provided.

#### 5.0 SAFETY MANAGEMENT AT SITE

##### 5.1 Safe Work Permit System

- SYNCHRO shall develop and operate a Safe Work Permit System.
- The Owner representative shall be contacted to approve a safe work permit before start of any work at
- SYNCHRO is responsible for ensuring that the safe work practice is adhered to during the work.

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- Prior to start of construction activities, the construction personnel shall carefully inspect electrical equipment to confirm no damage or short circuit and the site conditions of safety.
- Persons having no relation with the work must be kept away from site.

## 5.2 Site Inspection

- HSE Dept. organizes regular inspection activities, at least once a week.
- Safety officers make an inspection tour on site every day.
- Accept Owner's inspection of construction sites, living camps at any time.

## 5.3 Fire Fighting Management

- Set up fire-fighting management system.
- Hold training course of fire-fighting for construction personnel.
- Provide enough effective fire extinguishers, and assign persons for maintenance to keep the equipment in good condition.
- Electrical appliances on construction site shall be equipped with single switch to each machine.
- Site materials shall be kept in good order, Oxygen cylinders and acetylene cylinders shall not be mixed.
- Evacuation
  - a) In case of emergency, contact the Owner's emergency services, report to HSE Manager and follow Emergency Response Plan.
  - b) Organize construction employees evacuating the area.
  - c) Organize a group to put out fire, secure employees and properties,
  - d) Pay close attention to the developments around site preventing equipment access.
  - e) Provide first aid to the injured.

## 5.4 Hauling/Handling of Heavy Equipment

The personnel's participating this job shall fully understand the specifications of the equipment, such as weight, shape, dimensions, etc., and check the weight bearing capability of rigging facilities, condition of operation area, and work out an operating procedure to the HSE Dept.

## 5.5 Lifting Operation

Lifting operation can only be done by competent and authorized person with hoisting devices meeting applicable standards. Prior to operation, the weight of object to be lifted shall be determined, and the lifting devices and slings must be carefully inspected for correct performance and strength to sure its suitability to support the weight of load.

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## 5.6 Overhead Work

Where any person is required to work at a height, safety protection measures must be taken, such as safety belts or harness, scaffolds and platforms, rails and ladders, it can be considered in accordance with actual condition and practice experiences.

## 6.0 ACCIDENT CONTROL AND EMERGENCY RESPONSE

### 6.1 Accident Control

SYNCHRO shall have an accident and incident reporting system compatible with Owner's reporting system and any hazardous incident involving Owner's, Contractor's or any third party's personnel, plant or equipment, shall be immediately be reported to Owner.

All incident/accident resulted in or have the potential to cause serious injuries or property damage must be suitably investigated by SYNCHRO and reported to Owner.

After handling of an accident, the following procedure must be done:

- Analyze the reason and find out the unsafe factors.
- Assess the incident and make the involved draw lessons from it.
- Take appropriate prevention measurement.

### 6.2 Emergency Response

Prior to commencement of the Work, SYNCHRO shall have a suitable written plan to handle emergency situations that may arise on the Site. This plan shall address the following:

- Safe shutdown of all work activities.
- Detailed instructions for notification of the proper authorities (including phone number, etc.)
- Listing of the individuals responsible to organize and control the emergency conditions.
- Communication plan to ensure all the Site personnel are aware of their correct response to an emergency.
- Emergency evacuation plan.
- Proper equipped ambulances.
- Emergency checklist.

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When accident or an emergency case happens, the following actions shall be taken:

- Rescue the injured first.
- Appropriate measures shall be taken to stop the extension of the accident and to prevent secondary harm and to prevent poisoning, burning again, falling of materials, etc.
- Set up a security line, evacuate all unrelated personnel and prevent them from entering.
- Protect the scene of accident and keep it in original state. All the objects, marks and items relating to the accident shall remain intact. Make appropriate marks at the site if any objects have to be moved due to the rescue of the injured.
- Report to the parties concerned according to the level and nature of the accident.

## 7.0 LABOUR PROTECTION AND MEDICAL CARE

### 7.1 Labor Protection

- Prepare the management and schedules of appliances for labor protection against the special conditions (dry, hot) on construction site, and provide suitable equipment and supplies for the work force.
- Prepares the schedules of equipment and supplies for labor protection.
- The HSE Dept. will strictly control the working hours on the basis of Sudanese labor laws and regulations and comply with the Owner's requirements.

### 7.2 Medical Care

- Provide emergency services.
- Provide qualified personnel and equipment for first aid treatment.
- Monitor the sources of dust, noise and vibration caused by construction periodically.
- Arrange and carry out sanitary inspection frequently.

## 8.0 HOUSEKEEPING

SYNCHRO shall ensure that good housekeeping is maintained continuously throughout the duration of the Work with due regard being paid to tidiness, access ways and emergency exists being kept clear and disposal of scrap material.

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## 9.0 SAFE DRIVING

SYNCHRO shall ensure all its drivers comply with following:

- Hold driving license
- Always wear seat belt as driving
- Observe traffic rules, specially speed limits
- No drive when feeling very tired, and take stops when driving long distance
- Not overload the vehicle
- Be sure proper maintenance and in good condition of the vehicle prior to start journey

## 10.0 PROTECTION TO GENERAL PUBLIC

SYNCHRO shall make all necessary precautions to protect the public and minimize the disturbance and inconvenience to the public resulting from performance and maintenance of the Work. SYNCHRO shall strictly observe all the governmental regulations as to the placing of traffic signals, flares, barricades, flags and other warning signs during the performance and maintenance of the Work.

## 11.0 SAFETY AUDIT BY THE OWNER

SYNCHRO shall allow the Owner access at any time to the facilities, equipment, personnel and records when requested, to enable the Owner to inspect or audit any aspect of SYNCHRO's operations related to safety and the work environment.

## 12.0 SAFETY REPORT

SYNCHRO shall document its performance in safety for the duration of the Contract, and shall keep the Owner timely informed on any safety incident or accident if happens, and report on the occurrence; investigation and resolution of such event shall be submitted to the Owner.

**End of Policy**

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