



## **OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL POLICY AND PROCEDURE**

### **Introduction**

This is the Occupational Health, Safety and Environmental Policy and Procedure of PARAMI ENERGY SERVICES CO., LTD. in carrying out its operational activity to always provide the best of protection on Health, Safety and Environmental protection for all workers, clients, suppliers and other related parties.

PARAMI ENERGY Services Co., Ltd. is sure that in order to apply this policy there is need to develop the culture of health, safety and environmental protection.

PARAMI ENERGY Services Co., Ltd. made the best of efforts to prevent all accidents, incident and diseases which may occur as a result of work by involving all workers and assuring all parties about the importance of meaning and impact of this policy. Knowing and understanding the Occupational Health, Safety and Environmental Protection laws will help you avoid the unnecessary costs and damages to your business caused by workplace injury and illness. Safety in workplace is critical to the success of your business, no matter what size it is. So that accidents free working could be achieved.

In order to assist this policy, Company has three main objectives as follow:

- 1- Policy and procedure
- 2- Accident Risk Data
- 3- Risk Reduction Mechanism

So our motto is “**Occupational safety is everything. Safety is above all**”.

### **A. Occupational Health Policy and Procedure**

Our Company cares very impressive about healthy workers and their families, in order to realize this objective; the company makes this policy in the field of health, as follow:

#### **1. Pre Employee Check-up**

- a. Applied to every prospective worker.
- b. The pre employee check up is done by Hospital or clinic.
- c. This purpose is guarantee that the company employ healthy worker.
- d. General check up.

## 2. Dental examination, care and treatment

- a. A worker is given dental examination and care facility.
- b. Regularly evaluating reviewing occupational health performance.

## 3. Medical examination, care and treatment

- a. Provide for every worker.
- b. The company determines cost per year limit to every worker according to the position and their category.
- c. The company will compensate the cost incurred to every worker for the patients.

## 4. Eye examination, care and treatment

- a. Care should be taken eye examination and treatment for all workers in accordance with maximum limit of costs.

## 5. Noise

- a. Every workplace makes warning signs indicating in which areas the level of noise is high (exceeding 85 db).
- b. Warning signs have to be fixed at easily observable location.
- c. For such locations, all workers have to wear earplugs.

## 6. Medical Emergency Plan

- a. Every location should have a medical emergency plan.
- b. The Medical emergency plan should show the action which have to be taken in as foreseen situation to overcome the emergency situation and fixed at an easily observable location.

## 7. Catering Hygiene

- a. Foodstuff should be transport in special boxes and just for foodstuff and not for mixed with other goods.
- b. Food boxes to be marked "Foodstuff" and should be cleaned after being emptied.
- c. The storage should be clean, dry, neat, good ventilation and no small animals.
- d. The dry food should be stored in available racks properly. Not allowed to be on floor.
- e. A separate place should be provided for chemical, detergent and soap, etc.
- f. Easy damaged food should be stored in cool place at 5 deg C.
- g. Uncooked food should be separated from cooked food. If there are only one unit, uncooked food should be placed below cooked food.
- h. Cook should be covered (Plastic, aluminum foil, etc) to prevent drying, contamination of absorption of smell.
- i. Personnel cleanliness rules should be followed by catering crew in preparing food.
- j. Waste baskets should be emptied immediately and cleaned to prevent flies, cockroaches, etc.
- k. Waste in the form of food should be put in a hole in the ground located far away from Camp.

## 8. First Aid

The first aid emergency care providing for injury sudden illness before emergency medical treatment is available. The first aid provider in workplace is some one who is trained in the delivery of initial emergency procedures using a limited amount of equipment to perform an assessment and intervention while awaiting arrival emergency medical service personnel.

- a. The first aid kit should be kept at any check point or workplace to seek out easily for any injury person.
- b. The supply must be adequate should reflect the kinds of injuries that occur and must be stored in an area where they are readily available for emergency access.
- c. The employer should consider upgrading their first aid kit which is suitable for small business.
- d. The details of a workplace medical and first aid program are dependent on the circumstances of each workplace and employer.

## 9. Smoking Hygiene

The company is committed to ensuring that its workers, staff, contractor and visitors are not exposed to tobacco smoke in its workplaces including building and vehicles. Accordingly, the management and supervisors shall promote and ensure compliance with the Smoking Policy. All staff, workers, contractors and visitors shall abide by the provisions of the policy and report all breaches in accordance with the relevant section.

Smoking Prohibited area is as follows:

1. All campus or workplace controlled building.
2. All vehicles and boat.
3. Others area designated as no smoking by signage.
4. The entire medical center site.
5. All thoroughfare and pathway.

## 10. Consumption of Alcohol or other Drug

The use of alcohol and other drugs becomes an occupational safety and health issue if a person's ability to exercise judgment, coordination, motor control, concentration and alertness is affected at the workplace, leading to an increased risk of injury and illness to themselves and others. However other possible causes of impairment, such as fatigue and stress should be considered in any assessment.

The following indicators may be observed in an intoxicated person.

1. Small on alcohol on breath
2. Delay reaction time
3. Reduced ability to concentrate
4. Reduced ability to communicate
5. Reduced interpersonal skill
6. Behavior is out of character

All workers and staff should be understood and obeyed the following. First make sure that be firm, brief and calm and followed.

1. It appears you are not managing your work today, the management team will instruct you to stop your work for a day. Arrangements will be made for you to go home.
2. It appears you are not copying with your studies today, the management team will instruct you to stop studying for the rest of the day. Arrangements will be made for you to go home.
3. Strictly prohibited to drive your vehicles with drinking alcohol or using other drugs.
4. Make suitable arrangements to ensure the impaired person can get home safely.

#### **11. Used Illegal Drugs or Criminal Activity**

Where the use of illegal drugs or criminal activity related to the use of alcohol or others drugs are identified, such matters will be referred to Police.

### **B. Occupational Safety Procedure and Policy**

#### **General**

Occupational safety program constitutes of the basic of company policy on occupational safety with the objective of creating unity of vision concerning the importance of occupational safety among employers, organizers management and all of workers directly involved with daily activities, so that every activity carried out is always guided by this procedure and policy and eliminating or controlling every risk which may happen as results of daily operation activities among other.

The Occupational safety will occupy as follow:

- ❖ Providing and maintaining workplace, plant and system of work.
  - ❖ Providing and maintaining personnel protective equipment as require.
  - ❖ Providing information, instruction, training and supervision to ensure safe system of work.
  - ❖ Ensure that nominated personnel safety personnel are adequately trained and supported
  - ❖ Consulting and cooperating with safety and health representatives, employees and others
  - ❖ Continuously reviewing and improving its safety performance.
1. Responsibility for each head is accountable for implementing this policy in their area of responsibility. The Management Team is responsible for as follow:
- ❖ The provision and maintenance of safe workplace and system of work
  - ❖ Involvement in the development, promotion and implementation of safety policy and procedures
  - ❖ Training and supervising employees and workers in the safe performance of assigned tasks
  - ❖ The provision of resources to meet the safety and health commitment

## 2. Employees, workers and contractors are to

- ❖ take reasonable care of their safety and health and that of others
- ❖ follow all safety and health policies and procedures
- ❖ report all known or observed hazards, incidents and injuries

This policy is applicable to the Company in all its operations and functions including those situations where employees and workers are required to work off site.

## 3. Workplace Inspection and Investigation of Incidents

- ❖ Workplace incidents - Types of incidents, who to notify, how to notify, what to do in the workplace.
- ❖ Workplace inspection - Types of inspectors, what happens during an inspection, appealing an inspector's decision, conduction investigations.
- ❖ Reporting an incident – You are required to report such as death, the loss of distinct body part and the injured person to be absent from work for more than four normal working days.
- ❖ Recording and investigation non-notification incidents – Incidents that does not cause serious bodily injuries or illnesses, or are not dangerous events must still be recorded and investigation.

## 4. Workplace Inspection and Investigation of Accidents

- ❖ Regular Inspection – Regular inspection will be carrying out once every three months. Objective is to monitor whether all equipment are still in usable condition, or some need to be repaired / replaced.
- ❖ Occupational Accidents Investigation – When an accident is known to have occurred based on report received, the company will investigation the victims and the witnesses to the accident, then analyzed, identified, for possible change and improvement, so that similar accidents will not occur again.
- ❖ Classification of Accidents – There are divided occupation accidents into five classification:
  - 1- Near miss – The event that may cause on an accident has happened but not result in occupational accident.
  - 2- Medical Treatment only – Here the accident has happened but does not have a serious effect on the worker. The worker needs medical treatment only, and then he can return to work as usual.
  - 3- Restricted Work case – Here the accident that happened is rather serious, the worker suffering from the accident after being treated can not return to work at his former duty, but can still do light duty.
  - 4- Lost Time Accident – Here the accident that happens is quite serious, when the worker after being treated has to be hospitalized or has to rest at home.
  - 5- Fatality – The accident that happens is very serious so that the victim dies.

## 5. Personnel Protective Equipment (PPE)

Personal protective equipment (PPE) is clothing, equipment or substances designed to be worn by someone to protect them from risks of injury or illness. PPE should only be considered as a control measure when exposure to a risk cannot be minimized in another way, or when used in conjunction with other control measures as a final barrier between the worker and the hazard. PPE does not control the hazard at the source.

The employer should pay personnel protective equipment (PPE) to their all employees and selecting PPE for particular job or task. The PPE will be fit to employee respectively. The PPE are Safety hat, Safety shoe, Safety belt, Eye and Face Protector, Ear cover, Respiratory Protector and working Cloths.

## 6. Special Course and Training

Training helps to ensure that workers have the appropriate skills and knowledge to perform their work safely. Ensuring workers have appropriate training and are competent to do a work task may reduce the likelihood of an incident in the workplace. The occupational special course will be provided and as directed issued by the Management Team.

Establishing what training is required is the basis of all training. The training required will depend on the:

- ❖ nature of workplace hazards
- ❖ associated risks
- ❖ complexity of the work
- ❖ controls already implemented
- ❖ competence of the person.

All positions within an organization generally require some sort of training in how to work safely, including:

- ❖ workers, including casual staff
- ❖ supervisors and managers
- ❖ workplace health and safety committee members
- ❖ workplace health and safety officers and workplace health and safety representatives
- ❖ people responsible for purchasing items related to the hazard such as personal protective equipment
- ❖ contractors and regular visitors to the workplace
- ❖ anyone who is potentially at risk and capable of being trained
  
- ❖ Training can be presented in a number of ways including:
  - a. computer-based training
  - b. formal class-room style
  - c. on-the-job instruction

- d. audio-visual presentations
- e. interactive sessions and demonstrations.

## 7. Fire Prevention, Extinguishing and Control

### a. Fire Prevention Basic

#### 1. Home and workplace –

- Exit door or window and not locked or
  - Safe meeting place to account for every one.
  - Exit door or window and not locked or blocked.
  - Safe meeting place to account for every one.
  - Clearance from combustibles (3 feet from heat)
- #### 2. Personnel Safety – Building Alarm and Evacuation procedure
- #### 3. Common Type of Fire Extinguishers - How to use them effectively and safely
- what type of fire?

### b. Fire Prevention –

- Smoking and non-smoking areas should be clearly determined in work areas. The smoking sign should be put up and written clearly.
- Investigate any smell of fire, especially when there is smoke of gas.
- It is better not to use flammable liquid as cleaning liquid.
- Every fire, no matter how small, should be considered as a source fire.
- All fuel tanks should be placed away from source of heat.
- Anti-explosion cover should always be closely fixed in place.
- During the work of filling or transferring liquid fuel, all pipes should be prevented from leaking.

### c. Extinguishing of Fire

- Make preparation considered necessary in order to increase results of drill.
- Drill in the method of using and maintaining fire equipment should be done often.
- All fire equipment should always be checked and ascertain that they are in good condition and ready for use.
- It is not permitted to experience with fire equipment, except when it is necessary for use.
- The way to fire equipment should not be obstructed by other equipment or items.
- Fire equipment storage place should be clearly marked an easy to see and access.

### d. Fire Control

Fire is a danger caused by uncontrollable fire which may result in loss of time, property, capital goods and lives. The fire itself happens as the result of three factors which are Oxygen, Fuel and Heat. In case of fire, the method to control it is by extinguishing the flame by separating one of the elements mentioned above and fire is automatically extinguished. An example: a great fire occurs at a leaking oil pipe and if we can find the valve, then by shutting it the flame will go out, so that fire is prevented. Similarly, if this occurs as a result of electricity, the flame will go out as soon as the source of electricity is disconnected. Besides, the flame may also be extinguished by cutting the supply of air for example, by covering with wet gunny sack, fireproof blanket, etc. Also dry chemical light extinguisher will be separated the air and fuel.

For normal fire which is not caused by oil or electricity, the flame may be extinguished by spraying water on burned items to reduce the heat to below burning point.

## 8. Safety Procedure of Radiation

The responsibility for implementation of the following general procedures rests with the relevant The Management Team, Managers and Supervisors. Each workplace is responsible for preparing and enforcing their own procedures and for informing, instructing, training and supervising staff and workers whose activities are affected by this policy. To assist the Management maintains radiation safety within their workplace has nominated Radiation Safety Officers and Local Laser Safety officers.

Staff and workers are required to comply with the workplace procedures and to report any accidents or incidents and also any safety, health or security concerns. Each individual is responsible for taking reasonably practicable steps to ensure their own safety and personal security when working with radiation.

It is a requirement of HSE that employees be given a safe and healthy workplace that is reasonably free of occupational hazards. However, it is unrealistic to expect accidents not to happen. Therefore, employers are required to provide medical and first aid personnel and supplies commensurate with the hazards of the workplace. The details of a workplace medical and first aid program are dependent on the circumstances of each workplace and employer.

### Responsibility and Procedure

- a. Prepare working rules for the safe use and operation of radiation.
- b. Ensure that the Regulator is fully informed of radiation usage at the workplace.
- c. Ensure that appropriate safety devices, equipment, radiation monitoring and surveying devices are available regularly tested and in good order.
- d. Provide medical examination of radiation workers where necessary.
- e. Maintain all records required by the Act and Regulations to be kept by the Registrant.
- f. If any person is unnecessarily exposed to radiation, evaluate the radiation dose received by that person.
- g. Notify the Registrant of radiation doses which exceeds the limits or any abnormal or unplanned radiation exposure.
- h. Ensure relevant radiation users have the appropriate licenses or are under the supervision of a licensed user.
- i. All personnel working with radiation must have received appropriate training in relation to the hazard. Unauthorized use of radiation is not permitted within the workplace.
- j. Risk assessment of the radiation work to be carried out is required.

## 9. General Aviation Safety

General aviation includes all noncommercial flights, such as emergency medical services, sightseeing, flight training, traffic reporting, aerial surveys, search and rescue, crop dusting and firefighting. General aviation aircraft range from small private airplanes and business jets to helicopters, hot-air balloons and gliders.

Commercial airlines are the safest mode of transportation, but general aviation is a



serious safety concern. Fatal crash risk per person-mile of travel for general aviation flights is comparable to riding motorcycles.

Before booking a flight, a lot of people want to know if the airline they are going to fly with is a safe one. However it's very difficult to say if an airline is 'safe' or 'unsafe' just by looking at fatal accident statistics. Thus, a ranking of airlines by for example fatalities per passenger kilometer flown does not say anything about the safety of the airlines listed. Apart from the fact that there are, luckily, too few fatal accidents to serve as a basis for reliable statistics, safety not always depends on the airline itself. Other factors could include the environment an airline operates in (mountainous terrain or frequent storms) and factors like airport security in cases of hijackings, bombing attempts etc.

On board the aircraft there are some things you have to remember for safety,

- Pay attention to the flight crew safety demonstration/video
- Carefully read the safety briefing card
- Know where the nearest emergency exit is and know how to open it in case of emergency (refer to the safety briefing card).
- Always keep your seatbelt fastened when in your seat (Clear Air Turbulence can be unexpected and can cause serious injuries)

### **C. Environmental Protection Procedure and Policy**

#### **Introduction**

The environmental issue has been the subject of much all among statesmen, politicians, scientists, the environmentalists as well as among entrepreneurs, workers and the public at large.

It is indeed true that in this case, some people have really been very much aware of importance of natural preservation, because it constitutes an absolute requirement to guarantee the continuity of life of future generation, besides the natural resources themselves constitutes the basic capital of our nation development in realizing just and prosperous community.

PARAMI ENERGY Services Co., Ltd.cares very much about the environmental protection which is started with the protection / maintenance of working environment.

#### **A. Maintenance of working environment**

1. The supervisor should truly emphasize and clear instruction to all workers about the importance of environment maintenance and cleanliness in order to stay safe, healthy and comfortable.
2. All dormitories, passageway and stairs should be cleaned and free from working tools, garbage, hoses and slippery things such as grease oil, etc.
3. Every place of work should have a special place for storing tools. Others should be racked for storing.
4. Waste basket should be available in adequate number around location and the emptying be scheduled regularly.
5. Garbage is easy burn and should be placed in a special place for easily burn garbage.
6. Flammable materials should be stored in special place with good ventilation.
7. Passages to safety equipment such as fire extinguisher, spray hoses should be free from the

obstacles of other things.

8. Solid garbage such as plastic, rubber etc. should be put in special garbage cans.

9. Hazardous Waste

Waste chemicals must be properly labeled, dated, and sorted. Follow these rules for keeping waste chemicals:

- a. Place a Hazardous Waste label on the container. These are available from the Department of Environmental Health & Safety.
- b. Write the name of the chemical on the label. The major components or hazardous chemicals should be listed.
- c. Write the date on the label when waste is first placed in the container. Write the date on the label when the container is full.
- d. Box the containers for easy carrying. Label the box "Environmental Health & Safety."

10. Radioactive Waste

Instructions for proper collection and storage of radioactive waste before pick-up are given below.

- a. All containers for waste must be labeled with a radioactive sticker, the name of the authorized user, and the isotope stored. When the container is full, the date and amount of isotope contained must be added.
- b. All containers must remain closed except when adding waste.
- c. Liquid waste containers:
  - Gallon or larger size only
  - Do not fill completely full. Leave at least 3" headspace.
  - Must have lid that seals securely.
- d. It is forbidden to throw dangerous radioactive substance in the river.

11. Sharps and Medical Waste

Sharps are to be placed in a puncture proof container. The management will provide, free of charge, 1-gallon containers for sharps accumulation. These containers are to be used for the disposal of needles, syringes, razor blades, scalpel blades, and other contaminated broken or sharp items. You are responsible for the packaging of **uncontaminated** broken glass and taking broken glass to the dumpster. Custodians do not have to dispose of broken glass.

Do not overfill sharps containers. Do not place sharps in biohazard bags. Biohazard bags are for solid waste such as gauze, gloves, and bandages. Anything which could puncture the container must be placed in a sharps container.

Dead animals and animal parts may be discarded via the medical waste program. This waste must be kept frozen until pick-up. Someone in the laboratory must be available at pick-up time to ensure the proper material is discarded.

B. Maintenance of the Environmental Around Living Quarters

1. The sleeping quarters should be kept clean and neat all the time. It is not allowed to lie down on the bed with working clothes on and dirty shoes / socks.
2. Avoid air pollution caused by engines as well as chemicals dust.
3. Avoid indiscriminate felling of tree which may damage the environment.
4. No smoking is allowed on bed.
5. The toilet facility should be kept clean and hygiene.
6. The floor of the dining room should be disinfected.
7. The dining room should be cleaned after used.

8. Towel and laundry should be washed immediately after wearing. Never put dirty clothes in the sleeping quarters.
9. There should be no flies, ants and cockroaches in the dining room.
10. All food should be stored on anti-rust racks or in a certain place made by available.
11. The catering crews must be wear uniforms and be clean, and should wear shoes.
12. The hand of crews should be clean. The nails may not be allowed to grow long.
13. The Camp supervisor is most responsible for the hygiene of the camp and environment as a whole.
14. Crumbs and food remnants should be collected and put in the garbage can and make sure that it is placed at a distance away from the camp.