

**QUALITY, HEALTH, SAFETY AND
ENVIRONMENT POLICY
ROCKALAS**



Rockalas

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HSE Policy

Rockalas puts the Health and safety first and believes that a healthy and safe working conditions enhance the performance of technical experts both in the field and the office. We also feel responsible to stay green and environment friendly and to ensure the safety of health and protection of environment, Rockalas follows following HSE guide lines;

ROAD SAFETY AND JOURNEY MANAGEMENT

Objective

- i. Educate and train the team members & drivers of the dangers involved in interior desert driving and transportation.
- ii. Provide standards and guidelines for eliminating road traffic accidents.
- iii. Ensure safe journey through structured and systematic journey management system.

Scope

- i. Driving, Transportation standards and safety procedures shall apply to all the services provided by ROCKALAS and all other day-to-day business of the entire organization. All sub contactors shall follow the same.
- ii. Highlight road safety rules and procedures to be followed by ROCKALAS drivers eligible to drive for company business.

Definitions

For the purpose of these regulations, the following definitions shall apply;

- a. Medium Vehicle with maximum loaded weight over 3 ton and up to 7 ton.
- b. Heavy Goods Vehicle

Vehicle with maximum loaded weight over 7 ton or articulated vehicle consisting of prime mover and trailer.

DRIVERS

Requirements to Drive

To legally drive a vehicle it is necessary to fulfill one of the following requirements:

- i. Possess a valid driving license for the type of vehicle being driven.
- ii. Possess a valid National driving certification from the authority for the type of vehicle being driven.

Procedures and Standards

- i. No employee shall be eligible to drive without valid driving license.

- ii. No interior location driving shall be permitted without proper Client recommended interior driving permit.
- iii. All the drivers designated for interior driving shall be provided with Interior Driving Skills training and all the drivers designated for coastal driving shall be provided with Coastal defensive driving skills training.
- iv. Road safety induction shall be given to all the drivers.
- v. Journey plan shall be issued for each interior location journey and destination point shall be notified of the journey plan.
- vi. Driver and the passengers of front and rear seats shall wear seatbelts throughout the journey.
- vii. The driver shall report his safe arrival to the departure point immediately upon his arrival at destination point.
- viii. Driving under alcohol or drug influence shall be strictly prohibited.
- ix. Interior location maximum speed limit of 80 KPH and dust code shall be strictly followed throughout the journey.
- x. Ignition key shall not be kept in the vehicle when the vehicle is in parking or stop position.
- xi. Road signs shall be followed throughout the journey.
- xii. Maximum 10 hours/day driving policy shall be strictly followed.
- xiii. All the drivers shall sign Road Safety Declaration.
- xiv. Emergency number numbers shall be provided to all the drivers.
- xv. Night driving shall be prohibited in the interior location/desert unless written night driving permission or authorization is obtained from the respective client's supervisor.
- xvi. The maximum night driving speed shall be limited to 50 KPH.
- xvii. Dust Code to be followed while driving in the dust. Switch on headlights and rear intensity lights, Maintain enough distance from the beginning of the dust for emergency stops if required reduce the speed to minimum level. Hazard indicator will be on if slowing the vehicle or on Stop. If the road is not visible, stop the vehicle off the road until vicinity is clear. Never attempt to overtake other vehicles in dust clouds, junctions and intersections.
- xviii. Enough water and food shall be provided to the driver dependent the nature and distance of travel.

VEHICLE

- i. The vehicles utilized for interior driving and transportation shall be equipped with client vehicle specifications and standards i.e. fitted with speed limiter, rollover bar, seatbelts for front and rear seats, fire extinguisher, first aid box, two spare wheels, jack, lug wrench, wheel chocks, jacking board, hazard warning triangle etc.
- ii. Roadworthiness Assurance Standards inspection shall be performed on all the vehicles designated for interior location services as stipulated by clients and RAS sticker shall be displayed on the vehicles.
- iii. Vehicles designated for interior location services shall be serviced in every 5000 KMS or as stipulated by client.
- iv. Vehicle Safety Inspection shall be conducted as stipulated by client transport standards.
- v. Pre-journey vehicle checks shall be conducted prior to start any type of interior journey.
- vi. Tire pressure shall be marked on all the vehicles above the wheel.
- vii. Additional fuel, radiator water, battery water etc. shall be provided to the driver dependent the distance and nature of the journey.
- viii. Mechanical/electrical defects of the vehicle shall be immediately reported and attended.
- ix. Station wagons and double cab pick-up vehicles shall have a minimum of four (4) doors

FIELD OPERATIONS

General

- i. Police traffic regulations shall be observed.
- ii. Drivers shall hold an appropriate and valid license for the vehicle / plant equipment being driven or operated.
- iii. Personnel shall not drive when unfit to do so for medical reasons or as a result of fatigue or intoxication.
- iv. All posted road signs including temporary signs relating to works or diversions shall be complied with.
- v. A maximum speed of 80 km/h shall be complied with on graded roads.
- vi. Signposted legal speed limits shall be complied with on Government blacktop roads.
- vii. A lower speed shall be observed where indicated and under adverse conditions.
- viii. Passengers shall only be carried in the passenger compartment of a vehicle.

ix. The number of persons carried in the passenger compartment of a vehicle shall not exceed the maximum number stated on the vehicle registration document.

x. Only two persons shall use the front seat of a vehicle unless it can be proven that a third person can be accommodated with a point inertia reel seat belt, which in no way interferes with the safe operations of the vehicle. This shall apply irrespective of the number of seats shown in the Vehicle Registration Document.

xi. Drivers and passengers shall wear seatbelts (if provided) whenever the vehicle is in motion.

xii. Sturdy footwear shall be worn whilst driving (slippers, flip flops or loose sandals are not permissible).

xiii. Drivers of heavy and medium goods vehicles should wear coveralls for the duration of their shift.

xiv. Drivers shall remove ignition keys from the vehicle when it is not in use.

xv. Where operations cause significant disturbance to other road users arrangements should be made to control traffic by the use of flagmen or other means to minimize inconvenience to other road users.

Driving in Dust

When a vehicle travelling in the same direction is creating a dust cloud and the view of the road ahead is obscured, drivers shall observe the following instructions:

i. Slow down

ii. Keep a safe distance from the edge of the dust cloud, far enough back to be able to stop in the distance you can see to be clear.

iii. If it is not possible to pass the vehicle safely in the next few kilometers, pull off the road and wait for 10 minutes before resuming your journey. When the vehicle travelling in the opposite direction is creating a dust cloud and the view of the road ahead is obscured, drivers shall observe the following instructions:

i. Slow down

ii. Pull off the road in plenty of time and keep moving slowly along the window.

iii. Once you can see clearly in both directions, rejoin the road and continue your journey. If, and only if, it is not possible to leave the road, then slow to a crawl, drive close to the window on the right and keep moving. If you become disoriented STOP IMMEDIATELY.

Driving at Night

Personnel are not permitted to drive on graded roads during the hours of darkness, with the following exceptions:

- i. In response to an emergency
- ii. For operational purposes, if prior approval has been obtained from the Company representative or department head.
- iii. Between Contractor camps in the same locality.
- iv. Between worksite and camp if these are not more than 5 km apart.
- v. A maximum speed of 50 km/h shall be adhered to when driving on graded roads during darkness.
- vi. Any journey during partial or total darkness shall be covered by the applicable journey management procedures.

Towing

- i. Vehicles fitted with manufacturer approved towing fitments shall only conduct towing of plant equipment. The use of 'D' shackles to tow equipment is forbidden.
- ii. Equipment being towed shall have an independent braking system.
- iii. Towing shall be confirmed to local "in field" areas only.
- iv. A maximum speed of 50 km/h shall be adhered to when towing.
- v. Any towed equipment that exceeds the width of the prime mover shall be fitted with indicators and brake lights powered by the prime mover.
- vi. The weight of the equipment being towed shall not exceed the weight of towing the vehicle.

Vehicle Loading

- i. Vehicle loads shall not exceed the weight limitations indicated on the vehicle registration document.
- ii. Vehicle loads shall not extend over the sides of the vehicle unless an appropriate permit is obtained from the Royal Oman Police.
- iii. Any load, which extends beyond the rear of the vehicle in which it is being carried, shall be marked with a red flag during the hours of daylight and a red light during the hours of darkness.
- iv. All vehicle loads shall be properly secured for transport under desert conditions. Loose tools or equipment shall not be carried inside the passenger compartment of any vehicle. Such items shall be secured in position, placed behind a protective screen, or secured in the load bed of the vehicle.
- v. Roll bars shall not be used to secure loads.

vi. Loads shall not be carried suspended from the 'A' frames of trucks.

vii. Fuel shall not be transported inside the passenger compartment of any vehicle. Fuel containers shall purpose built and secured in designed holders mounted on the outside of the vehicle or inside the load bed of a pick-up. The carriage of fuel in oil drums is prohibited.

JOURNEY MANAGEMENT ORGANIZATION & ADMINISTRATION

Definitions

Authorizing Person should be designated by Operations manager for each location who shall be solely responsible for authorizing a journey. Authorizing person shall be responsible to ensure that all the journeys are organized and executed in accordance to stipulated journey management system.

Journey Manager should be designated for each location that shall be responsible for;

- a. The planning, initiating, monitoring, closing out of the journeys
- b. The vehicle, driver and the passengers until a journey is properly closed-out
- c. Initiating a search in coordination client emergency procedures, in the event of vehicle accident, man lost, accident/incident etc.

Communication

The mobile cellular sims of all the networks will be carried to the field area for better communication. Satellite phones and walkie talkie phones will also be carried in the vehicles for better connectivity and communication.

Drivers

- a. Designated/Permitted driver are those who are authorized to drive company vehicles for interior location.
- b. Driver is responsible for the vehicle, loads and passenger until he reaches to destination point.
- c. He should perform pre-journey vehicle checks and carry a copy of journey plan throughout the journey.
- d. He should report the Journey Manager immediately upon arrival at the destination point and in the event of accident, lost, breakdown, overnight stay etc.
- e. It is the responsibility of the driver to ensure that front seat and back seat passengers wear the seatbelts before the vehicle is in motion.
- f. In case of an emergency he should report immediately emergency numbers or any other number provided by the client.

g. It is also his responsibility to report Journey Manager if the vehicle is found defective or not in conformance to client vehicle specifications.

h. Driver should strictly follow journey plan routes and should report immediately the journey manager if any deviation from proposed journey plan route.

Journey Management

All vehicle movements shall be subject to journey management procedures, which satisfy the following minimum requirements:

a. The drivers name

b. The vehicle registration number / fleet number

c. The number of passengers

d. ETD / ETA

e. Route details and planned stops

f. The procedure shall apply for all journeys other than 'in field' journeys.

g. The procedures shall apply to any journey undertaken during partial or total darkness.

h. All journeys covered by the procedure shall be approved at senior staff supervisory level.

i. The authorizing Supervisor shall be responsible for ensuring that the regulations for Drivers Hours of Work are not exceeded.

j. The procedure shall require the driver to inform the destination of his departure, and to report back to base upon arrival at destination.

k. The procedure shall include instructions for initiating 'man lost' procedures.

l. A custodian shall be identified for the system. Terms of reference and responsibilities of the custodian shall be documented.

m. Local administrations including law enforcement agencies of the areas concerned will be informed and prior permission will be taken before moving to the field area.

PERSONAL PROTECTION AND PERSONAL EQUIPMENT DEFINITIONS

Personal Protective Equipment is defined as equipment designed to protect themselves from work related hazards. To this procedure, PPE refers to equipment worn for protection of the head, eyes, ear, feet, hands and arms. PPE also refers to protective clothing, which covers or replaces personal clothing

and provides protection against one or more hazards. Fall arrest devices such as safety harnesses are included in this definition of PPE.

Objective

- i. Prevent the team members to take or use dangerous items at the workplace.
- ii. Protect team members against the exposed work-related hazards, which may endanger their health and safety.
- iii. Eliminate or minimize the exposure of the team members to the risk of injury. Scope Personal Protective Equipment (PPE) procedures shall apply to all service units of ROCKALAS will form foundation to prevent or minimize employee exposure to work related hazards. Procedures and Standards Personal Protection Carrying dangerous items on to workplaces shall be strictly prohibited.

Dangerous items include but not limited to:

- a. Alcohol
- b. Drugs (other than prescribed by a qualified doctor)
- c. Fire arms, knives or any other offensive weapons
- d. Explosive devices
- e. Radioactive, toxic, corrosive or any other hazardous substances
- f. Cigarette lighters or matches at hazardous areas
- g. Use of personal jewellery (rings, bracelets, necklaces etc.) near the rotating or moving machinery.
- h. Use of Loose-fitting style clothing near and/or when working with rotating and moving machinery. Personal Protective Equipment.
- i. An assessment of the risks involved in the work activity shall be made to judge the appropriate issue and use of PPE.
- ii. The use of PPE should be considered the “last resort” as it only protects the wearer (and not other team members), full protection is unlikely to be achieved, and its use may introduce additional risks to the employee (for instance it may restrict visibility or mobility, and encourage risk taking).
- iii. With the exception of fall arrest devices and some specialized gloves, all PPE will be issued to the relevant team members on a personal basis. This will allow PPE of the correct size to be provided and allow the user to have the PPE readily available. The issue of PPE should be recorded in PPE distribution register.
- iv. Personnel may keep PPE at their normal work place as long as provision is made to carry it from site to site, if necessary.

- v. Site Visitors shall be supplied with appropriate PPE as and when required.
- vi. All the PPE issued/provided to the workforce should be in conformance to the international standards or specified by the Client.
- vii. Comfort and ease, suitability and correct sizing shall be considered at the time of purchase and issuance of PPE.
- viii. Team members should be trained in the use of various PPE and its maintenance shall be the responsibility of the company.
- ix. Team members shall make regular inspections of the PPE they use. Defects should be reported to the supervisor who must then make provision for repair or replacement before the work is commenced.
- x. PPE shall be replaced when shown to be defective and non-repairable or has been lost. In addition, particular PPE will be replaced at regular time intervals in order that undetected defects do not compromise the effectiveness of the equipment.
- xi. Work Wear (Coverall) - Issue of work wear shall be in conformance to international standards (BS, ANZI or equivalent standards) or Client specified standards. Choice of work wear shall also consider requirements for visibility, the ambient working temperature etc. Work wear shall be provided as and when required.
- xii. Footwear - Safety boots or safety shoes supplied shall comply to international standards (BS or ANZI or equivalent) of standards specified by the Client.
- xiii. Head Protection/Safety Helmets - Safety helmet supplied shall be in conformance to international standards (BS, ANZI or Equivalent) or the standards specified by Client. Used or metal helmet is strictly prohibited.
- xiv. Eye Protection - Eye protection equipment issued such as safety glasses, safety goggles, welding visors/shields, face shield shall be in accordance with international standards (BS, ANZI or equivalent) or the standards specified by Client. Prescription safety spectacles to be supplied by registered ophthalmic practitioner as required. Note: eye protection equipment is also graded according to suitability for hazards, using the suffix C, D, M and G for resistance to chemicals, dust, molten metal, and gas, respectively.
- xv. Hand and Arm Protection - Gloves provided shall be in line with international standards (BS, ANZI or equivalent) or the standards specified by Client. Gloves provided shall be graded for protection against mechanical hazards such as abrasion, blade cuts, tear, and punctures. Different types of gloves shall be supplied dependent the nature of activity/task. Note: Ranges of gloves materials are available giving different degrees of protection to various types of chemicals. Specialist advice should be sought from a reputable supplier regarding protection from chemicals, permeation rates, resistance to abrasion, rigidity, and effect on dexterity. Some individuals may become sensitized to certain glove materials, resulting in dermatitis.

xvi. Ear Protection - Suitable hearing protection shall be made available to team members exposed to noise level of 85 dB (A) or above. Hearing protection provided shall conform to international standards (BS, ANZI or equivalent) of the standards specified by Client.

xvii. Fall Protection - Fall arrest devices (body harness and lanyard) shall be provided to team members in conformance to international standards (BS, EN, ANZI or equivalent) or the standards specified by Client. Choice of fall protection devices should consider maximum drop permitted by lanyard, position of lanyard fitting (front, top, rear) size adjustments, freedom of movement, comfort, and visibility.

xviii. Respiratory Protection - When effective engineering or administrative controls are not feasible to control respiratory hazards, or while such controls are being implemented, respirators should be used to protect the health of team members. Respirators may also have to be used for emergency escape and rescue, and as a precautionary measure in areas where spills or leaks may occur. Respirators are classified according to the respiratory hazard, such as an oxygen-deficient or air-contaminated environment, or both.

ALCOHAL AND DRUGS POLICY

This policy, which applies to all team members aims to: Promote the health and wellbeing of team members and to minimize problems at work arising from the effects of substance abuse. Identify team members with possible problems relating to the effects of substance abuse at an early stage. Offer team members known to have substance abuse related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary. It is the responsibility of all staff to help meet these obligations and to make and keep a healthy and safe workplace for themselves and their colleagues.

ENVIRONMENT

Rockalas will ensure preservation of environment and will follow the following guidelines;

1. Zero environment contamination policy will be adopted where vehicles will be checked for their smokeless engine performance
2. Field staff will make sure that no trash is added to the environment
3. All the field operations will be green

QUALITY

Quality of the services depends on the focused and detailed data acquisition. Following measures will be taken to ensure the quality of work;

1. Monthly progress report will be furnished to the clients
2. Consistent consultation with the representatives of clients will be made sure
3. Thorough field works will be conducted to generate a fresh and extensive field data
4. Timely delivery of projects will be made sure