

## ARCHIPELAGO INDUSTRIAL MANAGEMENT CORP

Document Name:

### AIMC HSE Plan

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<b>Contractor Company</b>	<b>ARCHIPELAGO INDUSTRIAL MANAGEMENT CORPORATION /AIMC</b>
<b>Subcontractor Companies</b>	<b>N/A</b>
<b>Description of Contract</b>	<b>Villanueva Operator &amp; NMIF/Mindanao General Contractor</b>
<b>Contract HSSE Risk Level</b>	<b>Medium ~ High</b>

1. Objective of the Contract HSSE Plan

Demonstrate to the Shell Contract Holder how the contractor applies its HSSE Management System to safely deliver the scope of the contract. This Contract HSSE Plan should specifically identify how to manage the risks in the scope, as well as monitor and continuously improve the HSSE performance through the duration of the Contract with Shell.

This document does not replace the HSSE clauses of the contract.

2. Scope of the Work

This plan is written for contractor works completed by Archipelago Industrial Management Corp (referred as CONTRACTOR) in all Shell Specialities & T&S Terminals in Mindanao including the North Mindanao Import Terminal (NMIF). The scope of work covered by this HSE plan includes providing manpower, supervision and minor maintenance to the North Mindanao Import Facility (NMIF) ; Cabadbaran Terminal; Iligan Terminal; Sasa Terminal and Zamboanga Terminal which includes the following task;

- (a) Providing Competent Manpower to the T&S terminals in Mindanao and NMIF
- (b) Supervision of People
- (c) Maintenance
- (d) Emergencies, Drills and Trainings

The expected number of contractors working on site is around 25 personnel with the following designation;

**Villanueva Bitumen Plant**

<b>Position Title</b>	<b>Headcount</b>
Operations Manager	1
Safety Officer	1
Gantry Operator	1
Yard Maintenance/Gantry Operator	1
<b>Total</b>	<b>4</b>

**NMIF**

<b>Position Title</b>	<b>Headcount</b>
Operation Supervisor	2
HSSE-Admin Officer	1
Tank Assistant	8
Utility	4
Equipment Technician	2
Forklift Operator	1
Messenger/Purchaser	1
Admin Clerk/Receptionist	2
<b>Total</b>	<b>21</b>

**Zamboanga Terminal**

<b>Position Title</b>	<b>Headcount</b>
T&S Tank Assistant	1
T& S Gantry Checker	1
T&S Maintenance	1
LSC Warehouse	2
<b>Total</b>	<b>5</b>

**Iligan Terminal**

<b>Position Title</b>	<b>Headcount</b>
Operations Supervisor	1
Gantry Fillers	2
Forklift Operator	1
Tank Operatives	3
Utility	1
<b>Total</b>	<b>8</b>

**Cabadbaran Terminal**

<b>Position Title</b>	<b>Headcount</b>
Operations Supervisor	1
Gantry Fillers	2
Forklift Operator	1
Tank Operatives	3
Utility	1
<b>Total</b>	<b>8</b>

**Sasa Terminal**

<b>Position Title</b>	<b>Headcount</b>
Checker	1
Utility	2
<b>Total</b>	<b>3</b>

**3. Schedule of Work**

For NMIF there will be three working shifts each day. Morning shift at around 0600H -1400H; Afternoon shift at 1400H – 2200H and night shift at 2200H – 0600H. Each shift, there will be (1) Waterfront Shift Supervisor, (2) Tanker Assistant, the remaining staff will be working on a day shift schedule.

For Mindanao Terminals, there will be six (6) working days in week. Working hours will be from 0800H to 1700H. Schedules may change based on Shell requirements.

#### 4. HSSE Management System (Plan, Do, Check, Adjust Improvement cycle)

The contractor has an HSSE management system in place comparable with an ISO 18001 or SCC / VCA and contains information on each of the following 8 elements:

- **Leadership & Commitment**

The President has established the policy and objectives and is committed to developing and maintaining an efficient HSSE system to achieve benefits for all stakeholders.

The President will provide leadership and commitment to maintaining and improving an effective and efficient HSSE system throughout the period of the administration of the operations.

All personnel shall support the President in attaining the operations targets with the aim to establish, sustain and increase customer's satisfaction. The implementation, maintenance and continual improvement of the HSSE management system is the responsibility of the HSE Head who shall ensure that the HSSE Plan and all supporting procedures and instructions are prepared, approved and issued. The overall HSSE Plan is the responsibility of the HSE Head, assisted by the HSSE Personnel. The HSE Head has been given the responsibility of assuring that all operations requirements are fulfilled. The HSSE Personnel shall check and verify the contents of this HSSE Plan prior to issue. The HSSE Personnel has been given the responsibility of assuring that the required Safety Management System is compliant, maintained and correctly implemented. All personnel are responsible for working in accordance with the requirements of this HSSE Plan and HSSE Management system procedures. The HSSE Personnel will verify compliance of the implementation of the HSSE-MS Management system by conducting audits throughout the duration of the operations in accordance with the audit schedule. The organization and reporting lines are indicated within the organizational charts. The responsibilities of key personnel within the operations and the corporate organization are defined within the HSSE-MS Manual.

HSSE indicators are included in the company's Key Performance Indicators (KPI) which has been issued by the customer for reference. A review of these indicators are performed by the management team and presented to customer on a monthly basis during dashboard meeting.

- **Policy and Strategic Objectives**

#### **HSSE COMMITMENT AND POLICY**

AIMC is committed to:

- Keep personnel **away from harm** by employing safe and healthy work practices
- Be transparent in our performance results and communicate and consult on Health, Safety, Security and Environment initiatives and issues.
- Promote only the best business and operational practices and incorporate Health, Safety and Security of our people and care for the Environment as an integral part of business strategy, planning and decision-making at all levels.
- Recognize that Health, Safety, Security, and Environment (HSSE) matters are as equally crucial as any other business activities.
- Encourage all employees to give importance to HSSE issues and to promote the protection of HSSE.
- To protect environment by keeping hydrocarbons inside the containment so that there would be NO LEAKS and SPILLAGE.

- Ensuring security policies, procedures, and standards are in place and adhered to by the employees.
  - It is then AIMC's policy aim to:
- Manage HSSE matters in full compliance with the law and conventions
- Provide personnel with government accredited health insurance and with private health insurance (HMO) plans
- Continuously seek performance improvements
- Set performance targets by which operations can be measured against
- Require suppliers and service providers to adopt HSSE policies that are aligned with the company, and
- Take into consideration HSSE achievements in the employee evaluation.

• **Organization, Resources & Responsibilities**

<b>AIMC Personnel</b>		
<b>Name &amp; Function</b>	<b>Roles &amp; Responsibilities</b>	<b>Competency Required</b>
<b>Operations Manager/Supervisor</b>	<ul style="list-style-type: none"> <li>- Supervising the day to day product transfer operations as well as minor maintenance tasks at the Terminals;</li> <li>- Ensure service commitments to Shell are delivered on time, processes compliant with standards, and activities are accomplished safely, reliably and efficiently at all times;</li> <li>- Monitor that all equipments in the Terminal are in good working condition</li> <li>- Monitor the maintenance of terminal related facilities and equipment, if applicable;</li> <li>- Implement minor maintenance of Shell - owned assets;</li> <li>- Monitor maintenance of emergency oil spill response and firefighting equipment including all land and marine transport units;</li> <li>- Attend Terminal meetings related to safety and operations;</li> <li>- Spearhead incident investigations should deviation and/or violation of existing policies arise. Consequence management in place shall become basis of disciplinary action. All safety incidents including near misses shall be elevated to Terminal management.</li> <li>- Carry out team or one on one engagement with his staff to download and discuss essential information related to safety and quality, changes and improvements to performance. Coaching and mentoring, motivations and rewards incentives are likewise part of the purpose of the engagement.</li> <li>- Develop and manage an information system that provides update on the day to day service accomplishments. Recipients of this information will be the Terminal Manager, Terminal Operations Supervisor.</li> <li>- Coordinate all terminal activities and operations with the Shell's Terminal</li> </ul>	(a) MINIMUM COMPETENCY REQUIREMENT <ul style="list-style-type: none"> <li>- Graduate of any 4 or 5-year course, preferably related to Engineering or work experience in this capacity;</li> <li>- Good command of the English language, both oral and written;</li> <li>- Good leadership skills, preferably with experience in managing people;</li> <li>- Computer literate (MS Word, Outlook, Excel and PowerPoint, as minimum);</li> <li>- Able to interpret cargo line diagram and systems drawing;</li> <li>- Able to do a comprehensive Risk Assessment and Job Hazard Analysis;</li> <li>- Knowledge on Oil and Gas cargo transfer operations;</li> <li>- Skilled on Emergency Response (i.e. ICS Training);</li> <li>- Skilled on carrying out Ship/Shore Compatibility and Safety Checks;</li> <li>- Knowledge on Planned Maintenance System;</li> </ul>

	<p>Manager, Terminal Operations Supervisor.</p> <ul style="list-style-type: none"> <li>- Plan and organize the resources needed to carry out terminal operations, vessel receiving/loading operations and, if necessary, mooring/ferry services.</li> <li>- Supervise the safe and efficient conduct of cargo transfer operations.</li> <li>- Monitor to ensure the safe conduct of mooring services.</li> <li>- Monitor the maintenance of Shell owned facilities at the terminal, firefighting and oil spill response equipment.</li> <li>- Provide essential support</li> </ul>	
<b>Safety Officer</b>	<ul style="list-style-type: none"> <li>- Monitor/update HSE manuals; documents and file</li> <li>- Represent company on HSE liason with government agencies</li> <li>- Engage team on HSE updates, meetings, toolbox</li> <li>- Monitor and check PPE requirements of staff</li> <li>- Monitor and update KPI records of company</li> <li>- File and record competency training of staff</li> <li>- Record and submit government reports on DOLE; DENR; SOPI</li> <li>- Coaching and mentoring, motivations and rewards incentives are likewise part of the purpose of the engagement.</li> <li>- Implement job hazard analysis; incident investigation; risk assessment</li> <li>- Provide Essential support</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Graduate of any 4 or 5-year course, preferably related to Engineering or work experience in this capacity;</li> <li>- Good command of the English language, both oral and written;</li> <li>- Good leadership skills, preferably with experience in managing people;</li> <li>- Computer literate (MS Word, Outlook, Excel and PowerPoint, as minimum);</li> <li>- Able to do a comprehensive Risk Assessment and Job Hazard Analysis;</li> <li>- Able to do a comprehensive Risk Assessment and Job Hazard Analysis;</li> <li>- Knowledge on Oil and Gas cargo transfer operations;</li> <li>- Skilled on Emergency Response (i.e. ICS Training);</li> </ul>
<b>Maintenance Technician</b>	<ul style="list-style-type: none"> <li>- Coordinate all maintenance activities and operations with the Terminal Manager/Terminal Operations Supervisor.</li> <li>- Plan and organize resources for the daily implementation of the assigned maintenance activities.</li> <li>- Coordinate the maintenance of COMPANY-owned assets, facilities, and land transport units and other service equipment.</li> <li>- Execute regular and scheduled maintenance and operational tests of all Terminal facilities and equipment including firefighting and oil spill equipment and materials.</li> <li>- Provide essential support.</li> </ul>	<ul style="list-style-type: none"> <li>- Graduate of Technical Vocational course preferably related to Engineering or work experience in this capacity;</li> <li>- Good command of the English language both oral and written;</li> <li>- Good leadership skills;</li> <li>- Able to interpret cargo line diagram and systems drawing;</li> <li>- Can do a comprehensive Risk Assessment and Job Hazard Analysis;</li> <li>- Knowledge on Oil and Gas cargo transfer operations;</li> <li>- Knowledge on Emergency Response;</li> <li>- Knowledge on carrying out Equipment Compatibility and Safety Checks;</li> <li>- Knowledge on Planned Maintenance System (Preferably has experience in executing Planned Maintenance System);</li> </ul>
<b>Administrative Staff</b>	<ul style="list-style-type: none"> <li>- Responsible in request and proper allocation of fund from CONTRACTOR's head office;</li> <li>- Ensure petty cash funds are always arranged whenever needed;</li> <li>- Prepare and record check payment for CONTRACTOR expenses;</li> <li>- Prepare and process payrolls, deductions, compensation benefits and income taxes of the</li> </ul>	As per Contractor's Requirement

	<p>CONTRACTOR staff;</p> <ul style="list-style-type: none"> <li>- Prepare billing invoice for additional project/s;</li> <li>- Purchase item and ensure the quality and quantity is according to the specified requests;</li> <li>- Prepare liquidation report, journal entries book, cash disbursement book, taxes withheld from company suppliers, inventory of assets and PPE;</li> <li>- Performs administrative tasks and focuses closely on CONTRACTOR staff. Ensure that all CONTRACTOR staff understand CONTRACTOR policies, office regulations and procedures. Maintain and update CONTRACTOR staff records;</li> <li>- Responsible for obtaining CONTRACTOR's permits, licenses and other statutory requirements;</li> <li>- Responsible in hiring process and issuance of CONTRACTOR's ID and uniform;</li> <li>- Monitoring of leaves and leave balances of CONTRACTOR staff;</li> <li>- Prepare employment contract, certificate of employment and other government forms. Attend exit interview and assist the processing of clearances;</li> <li>- Prepare monthly inventory of supplies.</li> </ul>	
<b>Forklift Operator</b>	<ul style="list-style-type: none"> <li>- Prepares Equipment by conducting maintenance or inspection prior duty;</li> <li>- Ensures that all tools are properly turned over to incoming driver and they are well kept, maintained and ready for use at any given time;</li> <li>- Ensures that preventive maintenance is performed as scheduled;</li> <li>- Ensures all assigned forms/checklist/logbooks are completely accomplished on time;</li> <li>- Ensures clear communications at all times;</li> <li>- Ensures that cargo is always well secured before lifting,</li> <li>- Performs other duties that may be assigned by his immediate superior.</li> </ul>	NC II Requirement
<b>Gantry Filler</b>	<ul style="list-style-type: none"> <li>- Ensure that right product is filled on assigned lorry compartment</li> <li>- Execute the safe and efficient conduct of cargo transfer operations.</li> <li>- Ensure that all product transfer documents are approved by authorized Shell representative prior to actual cargo loading</li> <li>- Performs doping procedures into products</li> <li>- Provide essential support:</li> </ul>	<ul style="list-style-type: none"> <li>- College level or technical vocational course graduate or equivalent work experience in this capacity;</li> <li>- Able to interpret cargo line diagram and systems drawing;</li> <li>- Knowledge on Risk Assessment and Job Hazard Analysis;</li> <li>- Knowledge on Oil and Gas cargo transfer operations;</li> <li>- Knowledge on Emergency Response;</li> <li>- Knowledge on carrying out vehicle Safety Compatibility and Checks;</li> <li>- Must be able to demonstrate familiarity with, and knowledge of the oil products</li> </ul>
<b>Tank Assistant</b>	<ul style="list-style-type: none"> <li>- Coordinate all activities and operations with the Terminal Manager/ Terminal Operations Supervisor;</li> <li>- Immediately report abnormalities, if any, observed and noticed during cargo transfer, Terminal Manager, and Terminal Operations Supervisor.</li> <li>- Execute the safe and efficient conduct of product transfer operations.</li> </ul>	<ul style="list-style-type: none"> <li>- College level or technical vocational course graduate or equivalent work experience in this capacity;</li> <li>- Able to interpret cargo line diagram and systems drawing;</li> <li>- Knowledge on Risk Assessment and Job Hazard Analysis;</li> <li>- Knowledge on Oil and Gas cargo transfer operations;</li> </ul>

		- Knowledge on Emergency Response;
<b>Utility Man</b>	<ul style="list-style-type: none"> <li>- Must be able to perform yard and office maintenance;</li> <li>- Immediately report abnormalities, if any, observed and noticed during maintenance duties.</li> <li>- Execute the safe and efficient conduct of transfer hose connection and disconnection during cargo transfer operations.</li> <li>- Provide essential support</li> </ul>	As per Contractor's Requirement
<b>Warehouseman</b>	<ul style="list-style-type: none"> <li>- Must be able to perform stock inventory and proper storing procedure;</li> <li>- Immediately report abnormalities, if any, observed and noticed during storage.</li> <li>- Execute the safe and efficient conduct of transfer goods.</li> <li>- Must be able to submit timely reports</li> <li>- Provide essential support</li> </ul>	<ul style="list-style-type: none"> <li>- College level or technical vocational course graduate or equivalent work experience in this capacity;</li> <li>- Able to implement stock/warehouse management</li> <li>- Knowledge on Risk Assessment and Job Hazard Analysis;</li> <li>- Knowledge on Oil and Gas cargo transfer operations;</li> </ul>

### **Induction and Training**

The contractor shall provide an adequate level of HSSE induction/ training for all the personnel involved in the execution of the operations in line with the Goal Zero Program. In addition, all personnel expected to enter the Shell facility frequently are required to undergo SIT (Safety Induction Training) Orientation held at customer's premises. This is to ensure that customer's HSSE policy and requirements are disseminated and complied inside the facility.

An operations specific Safety and Security Induction course will be given to all personnel and visitors including customers prior to entering any work site without exception regardless of position or experience. The Safety Induction course is aimed at making all personnel engaged on the operations aware of the applicable HSSE rules/ regulations and emergency procedures to be followed and complied with at the work sites. This induction course will be held before beginning of the operations.

Any person not willing to undergo the induction will be refused access to the sites.

The induction includes at least:

- Description of the of work and work location
- SIT Orientation (inside NMIF Facility)
- HSSE Commitment and management commitment to Goal Zero
- Evacuation and emergency procedures
- Hazard recognition, risks, and specific rules including PPE
- Reporting unsafe acts or conditions
- Health issues and medical fitness
- Alcohol and drug policy
- Life Saving Rules & Golden Rules

An annual HSSE training plan is developed in order to fulfill the gaps in the Training needs analysis and consolidated by the Training Coordinator, which will provide assistance in selecting external training when needed and organizing training session.



Training needs identified during incident investigations, inspections, unsafe acts and situations and from upcoming operations are included in the HSSE training plan.

Once approved by management, the Operations Supervisor will provide assistance to the HSSE Officer and Training Coordinator in allowing adequate human resources to be able to implement the HSSE training plan.

Internal training sessions specifically addressed to the Job tasks (i.e. Handling of Hazardous Substances, Hygiene, Housekeeping and other Work Instructions) could be organized on site in order to highlight to the work force the potential hazards they are exposed to during the execution of their activities.

The training sessions will be carried out by the use of teaching tools, including slides and /or with hands-on training.

Records relative to all training carried on site, including program, material and attendance sheet, is maintained by the Training department.

## **COMMUNICATION**

Effective communication is essential for the development of an adequate HSSE culture within the organization. This will be achieved throughout the life of the operations by the implementation of the following main activities:

### **1. Written Communication (HSSE Posting)**

An HSSE information board is available at worksite. Permission to post notices or install a notice board on the customer's facilities must be obtained from the customer before posting.

The HSSE posting include but not limited to the following:

- HSSE policies ;
- Emergency Procedures;
- Learning from incidents;
- HSSE highlights;
- Toolbox topics;
- Toolbox meeting minutes;
- HSSE activities or events;

Update of information posted on the HSSE board is the responsibility of the HSSE Officer.

## **2. REGULAR MEETINGS**

### **2.1 HSSE Steering Committee**

HSSE oversight capability and strategic direction are provided with the formation of an HSSE Steering Committee. The purpose of the Steering Committee is to direct, coordinate and monitor progress of the overall HSSE efforts. HSSE performance and issues are reviewed.

The committee shall meet quarterly to review the operations HSSE Policies and procedures, the implementation of policies and procedures across the various operations phases/ activities and the operations HSSE performances to decide on actions for improvement, where and when required. The committee verifies the performance during the previous year and establishes an HSSE Priority Strategy for the current year. Based on this new strategy, priority objectives are established and shall be incorporated into the HSSE Action Plans that develop the HSSE-MS PDCA Process. The objective of this activity is to achieve ongoing improvement in performance.

The main mission shall be carried out by formulating, developing and reviewing policies, guidelines and procedures, promoting HSSE awareness and commitment, ensuring adequate human, financial and technical resources, planning, measuring, auditing and reviewing HSSE activities, ensuring effective implementation of plans/ procedures and reporting on performances, ensuring and promoting a clear internal and external communication.

The HSSE Steering Committee is chaired by the General Manager assisted by the HSSE Officer. In order to provide an opportunity for each senior team member to participate in the safety program planning, review HSSE performance and plan improvement action, each supervisors and foreman will be given equal chance to attend the HSSE Steering Committee meeting.

### **2.2 Toolbox Meeting**

Weekly toolbox meeting will be conducted in the work area by the HSSE Officer. The entire workforce of the company will attend the toolbox meeting in different weekly schedules.

A summary of any recent incident may be organized on express demand if a specific HSSE situation occurs on site.

All attendees sign the attendance form. Topics discussed during the toolbox, material used, if any, and attendance form is kept by the HSSEQ department.

Trend analysis from unsafe situation / near miss report or from inspection deficiencies may be discussed during toolbox talks.

To sustain the HSSE awareness of all employees, Monthly Toolbox Meeting is carried out to all staff. This is also the venue for the general meeting of the company in which all related issues and highlights are being discussed.

Monthly Operations Coordination Meeting will also be conducted focusing on KPI, Monthly HSE and Operational Performance.

### **3. EXTERNAL COMMUNICATION**

External communication is maintained by the company to ensure all HSSE concerns and issues are address. With this, the company is committed to frequently meeting the customer and/or government agencies for this purpose.

External communication includes the following:

- DashBoard Meeting
- AIMC Tracker of Actions & Registry System (STARS)
- Coordination Meeting
- Site Toolbox Meeting

- **Risk Management**

All potential hazards related to the operations activities will be identified and all related risks thoroughly analyzed.

All supervisors and HSSE Officer have the duty to exercise continuous control over potential hazards that may arise during the execution of daily activities.

**RISK ASSESSMENT**

A key function of the Risk Management System is that comprehensive and systematic hazard identification is undertaken to ensure that all potential hazards of significance to Personnel, Environment, Facilities and Equipment are recognized and evaluated.

For a specific operation, a Risk Management and Assessment plan will be issued. It gives practical information on the different hazard to be organized (place, participants, date ...).

For each operation, Bow-tie will be used in order to anticipate as much as possible the risks and the prevention methods to be implemented on site. If needed, decision related to financial or human, resources may be taken.

**BOW-TIE ANALYSIS**

Bow-tie analysis is a simple and effective tool for communicating risk assessment results to employees at all levels. The bow-tie diagrams clearly display the links between the potential causes or hazards at work, preventative and control barriers, recovery measures, and consequences of a top event. Each barrier identified will be reviewed by HSSE Steering Committee for its validity.

**MANAGEMENT OF SUBCONTRACTORS and VENDORS (if any)**

The contractor shall exercise full control over the implementation of all HSSE procedures by Subcontractors, Vendors (if any), and, whenever needed, request corrective actions for immediate application when faults or non-conformities are detected during inspections and audits.

Subcontractors, Vendors shall fully comply with all contractual requirements with special regard to accidents/ near misses prevention, reporting and investigation as well as all the other HSSE related aspects.

The contractor shall monitor the correct execution of subcontractor's induction/ training program and shall formally audit sound implementation of safe working practices and maintenance of equipment.

The contractor shall co-ordinate and promotes HSSE initiatives through joint planning meetings and HSSE activities with subcontractors during the entire duration of the contract.

The process related to the HSSE management and selection of Subcontractors, Vendors and Mooring boats operators will be carried out in accordance with the HSSE Manual.

The contractor shall periodically audit Subcontractors, Vendors activities in order to verify implementation of HSSE Management System including adherence to any pertinent operations specific requirement.

- **HSSE Planning & Procedures**  
Please refer to Trading and Supplies HEMP
- **Implementation, Monitoring & Reporting**

**HSSE Reporting**

General reporting will be in compliance with standard for accident, incident, near-miss management system and specific customer requirements.

Other applicable operations specific/ statutory requirements shall be strictly complied with.

All personnel shall follow the incident reporting procedure.

**Accident and Incident**

With specific reference to incidents/accidents/near miss reporting and investigation, the person discovering the accident will promptly verbally report to the supervisor in charge of the area, where the accident occurred. The supervisor, with the co-operation of the HSSE Personnel and/or Operations Supervisor, will be responsible for the drafting of an initial accident/ near miss notification, to be issued immediately from the time of the event.

Accidents/ incidents shall be reported using the standard format of the Incident Report Form.

The customer shall be notified immediately of all accidents/ incidents and near miss in the customer's facility.

A preliminary written notification in form shall follow within 24 hours of such occurrence.

Initial investigation report shall follow upon achievement of all accident/ incident information and details within a week.

The Contractor will use the 5 Why Analysis and Fishbone analysis or equivalent methods when the incident has caused Lost Time Injury (LTI) or a fatality and/or when there is an incident of High Potential consequences or RAM4 rating.

On completion of the operations an overall HSSE performance report shall be prepared.

The report, prepared by the HSSE Personnel, will be reviewed and approved by the General Manager before issue.

**Unsafe Act and Condition**

In case an employee or a visitor observed an unsafe situation/act, he informs the supervisor for immediate action if possible or scheduling for corrective action. Unsafe acts should immediately be intervened.

### Key Performance Indicators

HSSE	Target	Jan.	Feb.	Mar.	Q1
LTI	0	0	0	0	0
TRC	0	0	0	0	0
FAC (First Aid Case)	0	0	0	0	0
Fatalities	0	0	0	0	0
Potential Incidents (4 per staff/mo)	144	64	109	0	173
Near Miss	0	0	0	0	0
OI (Occupational Illness)	0	0	0	0	0
LOPC 10- 100 kgs	0	0	0	0	0
LOPC >100 - 1000kgs	0	0	0	0	0
LOPC >1000 kgs	0	0	0	0	0
Spills	0	0	0	0	0
LSR Violations	0	0	0	0	0
Contractor HSSE Meet	16	5	0	2	7
Manhours		9,436.50	11,472.50	-	20,909.00

- **Assurance (audits)**

Monitoring and auditing are essential activities in providing feedback to management of how effective the HSSE Management System is working in practice.

The following HSSE reviews monitoring and auditing shall be performed:

- Daily monitoring
- Walk Abouts
- Management System Audits
- Daily routine checking
- Random Health check on safety performance

In addition, HSSE performance at the operations sites shall be monitored on a continuous basis to ensure implementation of the HSSE system procedure as laid out in this plan through the following activities:

- Continuous surveillance over the implementation of all the HSSE rules, as established by the company's own standards and operations specific/ statutory requirements
- Reporting and investigation of all incidents of any type, and near misses of any type in order to define causes and conditions that lead to the event.
- Use of this information for the immediate implementation of corrective measures and the introduction of new preventive initiatives.
- Use of this information to prepare and analyze statistical data, to determine trends and identify corrective actions to be put in place for the continuous improvement of general HSSE performances.

Audit reports shall clearly define corrective actions required to correct non-conformities detected during the audit.

## Internal Audits

Management System Audits is a comprehensive review of HSSE Management System. It has a wider scope, addressing hazards and risk assessment and controls; it also looks at organizational structures, planning activities, responsibilities, implemented procedures, review cycles and measurement and evaluation issues. HSSE Management System Audit will be conducted by internal auditors twice a year.

The General Manager is committed to ensure that the HSSE Performance of the company meets the objectives and the customer's expectations.

Any improvement opportunity will be considered for implementation during the progress of the operations.

- All the proposals and corrective actions identified or generated by Risk Assessments, Incidents and Near Misses analysis, audits, inspections and observations,
- The reporting of Unsafe Actions as a result of hazards at work force level is an ongoing activity of the company
- The improvement of HSSE awareness within the company by circulating any useful information, Safety and Security Alert or lesson learned from incidents / accidents or near misses, occurred within the company sites, which may apply to the company,
- Providing HSSE publications that may provide guidance to conduct HSSE Toolbox Talks,

In order to improve its performance towards HSSE, the company performs an annual management review and establishes an annual plan based on the review of performance indicators and HSSE management system essential elements (regulatory requirements, accident/incident analysis trends, results of inspections and HSSE management visits, corrective actions trends, progress to HSSE objectives).

### • Management review

A Management Review and HSSEMS Steering Committee Meeting are conducted every quarter to review the organization's performance in delivering the service rendered to customers with the following agenda;

Management Review	HSSEMS Steering Committee Meeting
A. Audit Results	A. HSSE Performance Trends
B. Feedback from customers	B. Learning from Incidents
- Customer complaints	C. Organizational Changes
- Customer satisfaction survey result	D. Results of Audits
C. Process Performance and service conformity	E. Recommendation for Improvement
D. Preventive and Corrective Action Status	F. Management of Change
E. Follow up Action from Previous Reviews	G. Other HSSE Issues
F. Changes that could affect the quality system, and	
G. Recommendation for Improvement	

### 5. Remedial Actions tracking

Please refer to Dashboard Action Tracking System

Contractor Contact Person:

Name: Mr. Jan de Marcaida

Date: March 18, 2017