



HSE Pledge Handbook

For Contractors, Subcontractors
& Service Companies

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Occupational Health, Safety,
Environment & QA/ QC Department
Oil & Gas Development Company Limited
PAKISTAN

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Oil & Gas Development Company Limited

Occupational Health, Safety, and Environment Policy Statement and Commitment

As a responsible oil and gas E&P company, we are committed to embrace Health, Safety and Environment (HSE) in all our activities. The emphasis on HSE management is crucial to our operational requirement and to maintain market repute. In carrying out our multidimensional activities, we also ensure welfare of indigenous communities, protection of ecosystems and environment. As we continue to avail exploration and production opportunities on a sound foundation of technical and financial prudence, we intend to:

- ▶ Exhibit visible leadership at each level and ensure necessary resources, trainings and infrastructure are in place for aiming HSE excellence.
- ▶ Identify hazards and ensure effective controls to manage operational risks.
- ▶ Ensure that our entities meet or exceed applicable HSE laws, regulations, standards and other requirements.
- ▶ Set objectives and targets to safeguard humans & assets, protect environment and conserve energy & natural resources.
- ▶ Ensure that Contingency Plans are in place for business continuity.
- ▶ Provide employees with self-assured methods & practices, authority to stop unsafe work & motivation through rewards and recognition.
- ▶ Employ contractors and service companies who aspire to the high HSE standards at all times, and recognize that HSE is everyone's responsibility.
- ▶ Improve HSE system by continually focusing on Leading Indicators and disseminating lessons learned from Lagging Indicators.
- ▶ Assess HSE KPIs regularly and share performance accordingly.

Through observance of this policy, we aim to assist in protecting the environment and the overall wellbeing of our stakeholders, specifically our employees, clients, shareholders, partners, contractors, subcontractors, service companies and communities.

Managing Director/ CEO





OGDCL HSE Pledge Handbook

For Contractors, Subcontractors & Service Companies

Permit to Work System

OGM/P-HSE-7.2

Handling, Segregation and Disposal of Waste

OGM/P-HSE-7.3

Journey Management

OGM/P-HSE-7.4

Framework For Hydrogen Sulfide Management
Framework

OGM/P-HSE-7.5

Management of Project Contractors & Service
Companies

OGM/P-HSE-7.6

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OGM/P-HSE-7.8

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OGM/P-HSE-8.1

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OGM/P-HSE-8.4

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OGM/P-HSE-9.1

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OGM/P-HSE-9.2

Incident Investigation

OGM/P-HSE-9.3



HSE Protocol For Management of Contractors, Subcontractors and Service Companies

1.	HSE Policy Contractors and Service Companies shall be held responsible, as a minimum, for compliance with the OGDCL's HSE Policy, in addition to all governmental regulations applicable to the scope of work being performed.
2.	HSE Field Team Contractors and Service Companies shall be solely responsible for means and methods and for jobsite HSE by assigning appropriate strength of qualified Location HSE Coordinators, Supervisors and Medical Staff with specific duties at the project site, full time, from the first day.
3.	HSE Roles & Responsibilities Contractors and Service Companies shall ensure that all personnel assigned on the project can safely perform the essential functions of their job assignment. Contractor shall ensure that personnel maintain the appropriate standards of HSE in connection with the work that is being performed.
4.	HSE Planning Contractors and Service Companies shall submit, before the start of project, the detailed documents as follows: <ol style="list-style-type: none"> Project HSE Risk Assessment Plan Project Health Monitoring Plan Project Safety Monitoring Plan Project Environmental Monitoring Plan Project Emergency Preparedness and Response Plan Project Waste Management & Disposal Plan
5.	Toolbox Talk Program Contractors and Service Companies shall develop and ensure project-wide Toolbox Talk Program as a series of numbered discussion topics on Safety, Health and



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	Environmental matters as daily HSE briefings by its operational teams.
6.	Work Permit Contracts and Service Companies shall strictly follow the Work-to-Permit System and shall provide plan of activities in advance, submit JHAs where required and engage only certified staff for the hot jobs.
7.	Safety Critical Equipment Contractors and Service Companies shall ensure that the equipment (especially to be used on site for lifting and hoisting purposes) is certified from the third party and operators have proper permits / licenses.
8.	PPE Contractor shall acquire and maintain adequate PPE and other/ related safety gadgets of an approved type as required for the performance of the work to be safely performed.
9.	Hazard Communication Contractors and Service Companies shall ensure proper labeling at all the pertinent safety risk areas with appropriate warning signs and instructions. It shall also be ensured that all original containers of hazardous chemicals or materials entering the project site to be properly labeled with the hazard warnings and related information.
10.	Incident Reporting Contractors and Service Companies shall immediately report to OGDCL representative all significant and important incidents involving fatality, injury, illness, environmental impacts, near hits, and/ or hazardous situations.
11.	Accident Investigation Contractors and Service Companies shall investigate and report all accidents regardless of their nature so that the cause and means of prevention can be determined to prevent a reoccurrence.
12.	Environmental Procedures Contractors and Service Companies shall immediately clean up the trash, spills, food waste, etc. and spills of chemicals, oils, whereas potentially hazardous wastes to be immediately reported to OGDCL representative.



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For Contractors, Subcontractors & Service Companies

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|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. | Waste Management
Contractors and Service Companies shall place designated drums, containers, bins, etc. with specific labels as Collection Method for each waste-type and further ensure safe disposal of the hazardous waste. |
| 14. | ERP
Contractors and Service Companies shall provide orientation on Emergency Preparedness and Response Procedure to its project team and ensure that its personnel are well aware of what procedures are in practice and who is to notify in the event of any emergency. |
| 15. | HSE Performance Reports
Contractors and Service Companies shall submit to OGDCL representative an HSE Performance Review Report on weekly/ fortnight basis. |
| 16. | Workforce's Record
Contractors and Service Companies shall issue security pass for the staff engaged and provide a) copy of attested identity cards, b) employment cards, c) HSE training cards and c) health assessment cards of its project's approved staff to OGDCL. |
| 17. | Surveillance Audits
OGDCL's representative shall visit the project site on sporadic basis to monitor the actual level of compliance on the HSE matters. |



**It is YOUR Personal Responsibility
to FOLLOW**

13

***Lifesaving* Golden Rules &**

- ✓ **Be trained and competent for the job**
- ✓ **Be ready to work:**
alert, rested, good attitude
- ✓ **Dress properly:**
no tank tops/ sleeveless shirts/ shorts
- ✓ **Wear Personal Protective Equipment:**
head/ eye/ ears/ hands/ feet
- ✓ **Conduct work professionally:**
no horseplay or harassment of any type
- ✓ **Do not bring on OGDCL premises
illegal drugs/ paraphernalia,
controlled substances, pornography,
and weapons/ firearms**
- ✓ **Comply with NO SMOKING POLICY**
- ✓ **Discuss with your supervisor any
prescription or over the counter
drugs you are taking that might affect
your work**

YOU (Contractor) and I (OGDCL) shall:

- **COMPLY** with the laws, standards, and procedures
- **INTERVENE** in the unsafe or non-compliant situations
- **RESPECT** the stakeholders & communities



OGDCL's

13 *Lifesaving* Golden Rules

Criterion for the selection of Lifesaving Golden Rules is based on critical operational areas and incidents trend over the past ten years in OGDCL. Lifesaving Golden Rules, therefore, are for use at all worksites to remind everyone to keep people safe: They must be followed and can help field personnel to:

- Formulate standardized operating procedures and work instructions
- Perform risk assessment
- Check barriers and controls are in place before work starts
- Make part of toolbox talks and pre-work planning
- Facilitate inspections and walkthroughs

If these Lifesaving Golden Rules are NOT followed in letter & spirit, all unsafe work (behaviors and conditions) must be STOPPED! With the Stop Work Authority, anyone working within the OGDCL sites, as either an employee or contractor, is empowered to interrupt an activity whenever he or she observes an unsafe behavior or an unsafe condition.



Rule #1



Hydrocarbon Safety

Disciplined framework for managing the integrity of operating systems and processes that handle hydrocarbons and other hazardous substances to prevent unplanned releases which could result in incidents.

PLAN

- The basis of design of a facility or process, permanent or temporary, which transports, produces, stores, uses or disposes of hydrocarbon must be reviewed at least every five years utilizing a process risk assessment methodology such as HazOp – Hazards Operability (but cannot be limited to) or on as & when required basis within this period.
- Take into account the actual changes (or the changes that can reasonably be expected during the operations lifetime) in a workshop format led by an experienced *Chairperson* from independent party, *Custodian* from process/ project team, *Secretary* from HSEQ domain and concerned *Discipline Engineers/ Sector Experts*.



READY?

- Have you performed basis of design of a facility or process employing risk assessment?
- Is effectiveness/ suitability of existing and potential barriers or internal controls considered?
- Are drawings/ as-built drawings (e.g. process and instrumentation diagrams, process flow diagrams, layout drawings, isometrics, etc.) prepared/ updated?

GO!

- Check, verify and validate the efficacy of process controls and barriers/ internal controls.
- Up to date documentation/ arrangements for achieving safe operating limits and ensure availability to O&M personnel.
- Ensure placement of conspicuous labeling on equipment, storage vessels, containers, tanks and pipelines carrying or containing hydrocarbons or other hazardous material as per appropriate international standards.
- Ensure provision of an emergency response plan which includes means of escape; emergency response teams; appropriate safe refuge and assembly areas; and emergency response equipment for spillage containment, fires, explosions, burns, etc.



Rule #2



Explosives Safety

Controls and monitoring of the reliability of explosives' storage, handling, transportation and usage ensure the seismic and wireline crew safety.

PLAN

- Every consignment containing explosives must include original Material Safety Data Sheet (MSDS); If MSDS of any explosive is not included, the Location InCharge should immediately contact the Rep. of supplier, manufacturer or importer to get the MSDS (before final payments) and maintain record.
- MSDS of explosives must be readily accessible to all concerned workforce members in their work areas.
- Storage of explosives must comply with local government regulations. Storage sites must be located at safe distances from public buildings, factories & houses. The site to have a good road access.
- The explosives must be kept/ stored in the magazine. Dynamite and detonators must always be stored in a separate magazine.



READY?

- Is an up-to-date inventory of the quantities and types of explosives maintained on site?
- Are all explosive operations being conducted under a Hot Work Permit?
- Are all personnel involved in explosives operation certified and trained for explosive handling by third party and understand MSDS?
- Are the explosive storage containers:
 - Designed and constructed specifically for the purpose of storing explosives?
 - Kept locked at all times, without the possibility of unauthorized access to keys?
 - Have proper ventilation?
 - Have proper external warning labels and markings attached?
 - Provided with no electrical wiring or else explosion proof electrical (EXP) wiring?

GO!

- Inside the containers, separate explosives by type, size etc. and stack so that the oldest stock is used first.
- Install a suitable Lightning Arrestor on each magazine before storing the explosives.
- Smoking, matches, lights and spark producing devices such as sulfuric acids, petroleum to be not be allowed at any distance where explosives are stored and handled.
- Following rules to be followed during explosives transportation:
 - Must not be conducted in any vehicle that is carrying passengers.



- Must only be transported as per approved procedure and as packaged by the supplier or service contractor.
- All such vehicles, containers and boxes to display proper warning labels.
- Following controls to be ensured during drilling operations:
 - For wireline operations, the wireline cable must be rigged such that it does not contact any facility wiring.
 - For drilling rig operations, checks must be made and continuously verified to ensure that no voltage exists between the facility, casing or wellhead, wireline cable armor and the logging unit.
 - Prior to explosive operations, the logging unit must be prepared by isolating electrical circuits and removing the electrical isolation/ safety key.
 - Maintain a current inventory record of explosives on daily basis with issue & return of explosives signed for by each individual.



Rule #3



Work at Height

Controls and monitoring of the reliability of equipment and protection systems during work at height activities ensure the workers safety.

PLAN

- Avoid physically working at height i.e. 06 feet (02 meters) or higher above the ground and consider a safe feasible alternative.
- Consider fall prevention systems rather than fall protection systems.
- Ensure that fall protection systems (e.g., full body safety harness, shock absorbing lanyards) are periodically inspected and maintained by an Authorized Person.
- Ensure that arrangements for emergency rescue at height are in place.

READY?

- Is the PTW in place, completed with the risk assessment for each work at height activity?
- Are the work surfaces and holes adequately protected from fall of personnel and objects?



- ☐ Are the scaffolds built according to the vendor manual/ specifications or a specific project done by an Authorized Engineer?
- ☐ Are scaffolds, portable ladders, portable and mobile platforms inspected by an Authorized Person prior to use and equipped with a valid tag/ panel certifying the inspection?
- ☐ Are personnel working at height provided awareness on safety?
- ☐ Are the PPE for the required task, in good condition and worn by all people?

GO!

- ☐ Only Authorized Workers to access the scaffolds, portable ladders, portable and mobile platforms.
- ☐ No permission to erect or carry scaffolds, portable ladders, portable and mobile platforms near live overhead electrical cables, or equipment.



Rule #4



Dropped Object

Controls and monitoring of the reliability of equipment and protection systems involving height/ high overhead structures.

PLAN

- Risk assessment of a drilling rig to consider all objects that have the potential to drop.
- All permanently installed equipment suspended more than 2 meters (6 feet) above ground be reviewed for applicability of proper securing mechanism.

READY?

- Do the high-level workspaces have no loose or redundant equipment or material?
- Is a Drop Object Register developed and periodic inspection of all items recorded?
- Are personnel working on or under high-level workspaces provided awareness on safety?
- Are the securing mechanisms for the suspended equipment/ tools in good conditions?

GO!

- Only Authorized Workers to access the areas where objects have potential to drop.



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- ☐ Ensure equipment/ tools be carried aloft and returned to ground level using an effective means of preventing them from falling.



Rule #5



Energized System

Implementation of procedures, controls and specialized personnel guarantee safety during activities where energized systems are present.

PLAN

- Verify that a specific isolation procedure is in place for process fluids, hydraulic, pneumatic, thermal, chemical, electrical, mechanical systems and/ or radiation.
- Each job shall be risk assessed and performed accordingly.
- Ensure that the permit to work refers the specific equipment.

READY?

- Are isolation checks completed in the PTW?
- Have you verified that no stored energy or other hazards remain prior to start your job, and that the energy isolation is properly done?
- Are the PPE for the required task, in good condition and worn by all people?

GO!

- Do not carry out unauthorized activities. Follow the provisions of the permit to work.



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- ☐ Use lockout and tagout (LOTO) devices to communicate isolation and to prevent non-authorized operations.
- ☐ Ensure periodic monitoring is carried out.
- ☐ Ensure that the job specific area is barricaded, safety signs posted and emergency rescue in place.



Rule #6



Fire Safety

Fire risk must be assessed and control measures such as procedures and active/ passive fire protection systems implemented.

PLAN

- Ensure that a risk assessment is performed considering fire hazards.
- Ensure the use of a relevant PTW.
- Ensure that Emergency Response Plan (ERP) is developed and all personnel are aware.
- Plan firefighting awareness of the workers.
- Periodically inspect and maintain the fire prevention and protection measures.

READY?

- Are workplaces equipped with fire & gas detection system and firefighting arrangements?
- Are sources of ignition under control or isolated/ removed?
- Are escape routes and muster points clearly marked and kept easily accessible at all time?



GO!

- Handle and store flammable materials and products properly.
- Ensure that workers do not smoke.
- Ensure that workers do not perform horseplay with any naked flames/ non-explosion proof equipment.
- Keep all areas clean and tidy.



Rule #7



Toxic Gases

Procedures, staff training, specific collective and personal protective equipment are required to work in the presence of toxic gases.

PLAN

- Ensure that the operating procedures, work instructions and Emergency Response Plan (ERP) have been developed considering the risks related to toxic gas release.
- Ensure that everybody is informed on toxic gas risk and properly trained on their specific role during emergencies, and on collective/ personal protective equipment.
- Ensure that each worker has both a personal toxic gas detector and a proper breathing escaping apparatus (full face mask/ hood with specific filter/ air bottle).
- Post safety signs and any other means, warning of the potential presence of toxic gas.

READY?

- Are you authorized to enter a toxic gas classified area?



- Is the Emergency Response Team (ERT) present on site and alerted?

GO!

- Always wear personal detection devices when working in an area where there is or could be the presence of toxic gas and ensure breathing escaping apparatus arrangement as a support exclusively during emergency.



Rule #8



Lifting Operations

Lifting operations properly planned, implemented and monitored, prevent the workers risk of falling or being crushed or struck.

PLAN

- Plan the lift with a specific risk assessment to avoid crane overturning, load falling from the crane and load or machine striking someone or any other identified hazard especially related to wind speed and elevated structures.
- Always inspect and maintain lifting & hoisting equipment/ machines and accessories as per manufacturer's instructions and site procedure requirement: check and record damages, color code, Safe Working Load (SWL) and certificate.
- Lifting Authority be involved in all activities.
- Personnel lifts shall be done only with man-rated equipment and under a PTW.
- Plan to ensure that the minimum clearance distance from the energized power lines is 10 feet for up to 50 KV load and 15 feet for over 50 to 200 KV load.



- When the carriage of personnel by crane is required, the man riding basket must be suitably tested and have a valid third party test certificate and clearly marked "Man Riding Only" and "Load-bearing Capacity" on it. All wire ropes and other attached lifting equipment must also have a valid certificate. Crane hooks must be fitted with safety latches or equivalent. Man riding basket shall be used for carrying single person only who must be properly secured by a safety harness.

READY?

- Is lifting equipment certified by a Third Party in accordance with relevant local legislation or international standards and regularly maintained according to the planned schedule?
- Are all persons engaged in lifting and hoisting operations competent for that role and supervised at all times?
- Are lifting and hoisting equipment, machines and accessories (cranes, forklifts, slings, handles, hooks, baskets, etc.) in good condition according to national legislation and international best practices?
- Have you verified that the lifting area is marked out to prohibit unauthorized access?
- Are the PPE identified in the specific risk assessment for the required task, in good condition and worn by all people?

GO!

- Always ensure the presence of a banksman during the entire lifting operation and avoid unplanned blind lifts.



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- Never allow personnel to be under or close to suspended loads for any reason.
- Ensure that the Lifting Operator keeps the machine/ equipment under control at all time.
- No crane to travel with a suspended load.



Rule #9



Confined Spaces

Atmospheric testing, specific training on confined space activities, implementation of dedicated emergency procedures, are mandatory to work safely in a confined space.

PLAN

- Each job shall be risk assessed and all hazards and controls shall be identified and implemented.
- Plan specific training for all persons engaged in confined spaces activities.

READY?

- Are Confined Space checks completed in conjunction with and referred to in the PTW?
- Did you verify that the confined space is positively isolated from all possible sources of hazards?
- Have Qualified and Authorized Personnel tested and recorded the atmosphere inside the confined space as designated in the permit?
- Is the Emergency Response Plan (ERP) prepared and tested? Is the Emergency



Response Team (ERT) ready in location and communication means ready and tested?

- Are the PPE identified in the specific risk assessment for the required task, in good condition and worn by all people?

GO!

- Ensure testing of atmospheres inside confined space is conducted, verified and repeated.
- Suspend the work if Emergency Response Team (ERT) and/ or means of communications are unavailable on site.
- Suspend the work if a dedicated Qualified Attendant (Watcher) is not present close to the confined space.
- Suspend the work if there is no specific PTW for the activity.
- Suspend the work if Rescue Equipment are not in place.
- Ensure electrical lighting for use in confined spaces not to exceed 24 volts. Powered hand tools used in confined spaces shall, be air operated. Where this is not possible, all such tools shall be equipped with a deadman's switch.



Rule #10



Management of Change

Any plant/ organizational change must be identified, assessed and authorized by the responsible of the work place.

PLAN

- Identify, analyze and assess any change or deviation to plant or facility's design, work procedures/ practices and organization.
- Support any change, in particular overriding/ disabling/ change of a safety critical element, with a specific risk assessment.

READY?

- Is the change, in particular deviations from mandatory requirements, duly structured, documented and approved by an Authorized Person?
- Is the change properly recorded and tracked?

GO!

- Communicate any change to all concerned personnel and keep track of the identified and implemented actions.



Rule #11



Driving Safety

Driving behavior and recommendations for proper vehicle management reduce the risk of accidents.

PLAN

- Always ensure that the driver is in good physical condition.
- Drivers shall be Certified and Authorized for driving the allocated vehicle.
- For all routine journeys, Journey Management Plan (JMP) shall be readily available in vehicles with predetermined risks especially considering hazardous situations;
 - where paved roads are not available/ off road driving conditions.
 - routes with security threats, dangerous intersections, sharp turns, landslide areas, slippery conditions, and/ or blind-spots.
 - areas with potentially limited cellular phone coverage.
 - indistinct stopovers.
 - environmentally protected areas, wildlife sanctuaries, etc.



- transportation of heavy/ fragile/ hazardous material or equipment.
 - night travel or any other high rated risk aspect.
- ☐ However for the non-routine journeys, Journey Management Plan (JMP) shall be chalked out on situational basis, accordingly.

READY?

- ☐ Is your vehicle in good condition and regularly maintained?
- ☐ Are seat belts fastened and appropriate shoes worn?
- ☐ Are you free from the influence of any drugs, etc.?
- ☐ Are loads properly secured and within the capacity of the vehicle?
- ☐ Are you sufficiently rested to drive a vehicle?

GO!

- ☐ Adopt defensive behavior in respect of other road users.
- ☐ Respect speed limits, adjusting your speed according to road and weather conditions, local legislation and Company rules.
- ☐ When you drive, do not use any mobile phone and respect the daily maximum driving hours and rest period.



Rule #12



Permit to Work

Work permit is an essential and mandatory management tool to be adopted for non-routine or dangerous activities.

PLAN

- A PTW system must be in place with the relevant supporting procedures and systematically implemented.
- Simultaneous/ concurrent activities shall be planned and subjected to risk assessment and PTW in order to eliminate/ reduce interferential risks.
- Non-routine and high-risk activities shall be planned and subjected to risk assessment and PTW.
- Ensure that all personnel receive proper training on using the PTW system.

READY?

- Is the PTW discussed in dedicated safety/ pre-job meetings?
- Have all personnel working under a PTW received the necessary information about its contents?



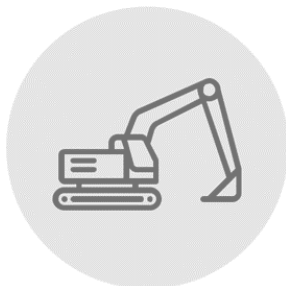
- Have you verified that all requirements specified in the PTW are implemented on site before commencement of job?

GO!

- Post copy of PTW in the job area.
- Suspend and re-assess your work if a change occurs in the scope of the work, tools, equipment, personnel, shift change or any other condition of the PTW.
- Conduct special safety audits of PTW system.



Rule #13



Excavation Safety

Soil characterization, protected excavation areas and correct use of machinery, guarantee the workers safety.

PLAN

- A soil survey shall be carried out and all the risks shall be identified and assessed.
- Always consider underground services in the area, those shall be identified, marked and isolated (if necessary).
- Plan specific training for all personnel involved in excavation works.

READY?

- Do you have a valid excavation related PTW?
- Has the site been inspected by an Authorized Person?
- Are the PPE identified in the specific risk assessment for the required task, in good condition and worn by all people?

GO!

- Effectively shore, slope, bench, barricade and sign all excavations.



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- Provide suitable entry and exit point when working in trenches, considering any possible emergency and weather condition.
- Excavated material must be kept at least 3 feet (1 meter) away from the edge of the excavation.
- Personnel to keep clear of machinery whilst it is in operation, minimum distance of 5 meters.
- Ground and environmental conditions to be continuously monitored for change.

Managing Director/ CEO



Consequences of Rule-breaking

Incidents and rule-breaking will be investigated thoroughly.

If the violator is aware of the rule or required procedure through training, experience or communication, and did not comply with that rule or procedure, the maximum appropriate action will be applied.

Failure to comply with any Lifesaving Rule will result in punitive action. For employees of contractors or subcontractors, this means removal from site and disqualification from future work.

In addition, if a supervisor sets the conditions for rule breaking or fails to follow through if one is broken, maximum appropriate action will apply.



Personal Workplace Hazard Control

BEFORE starting any work, **COMPLETE** the following:

1. Identify hazards/ activities in the workplace.
2. Perform risk assessment.
3. Ensure controls are in place.
4. Obtain all required work permits (if applicable).
5. Use proper job procedures.
6. Stop the job immediately if hazards are not under control.

Workplace Hazards and Hazardous Activities

Special attention is required to protect you and co-workers from major hazards and certain hazardous activities in the workplace. **STOP work immediately** IF CONTROLS ARE “NOT” IN PLACE for the following:

1. Driving
2. Lifting and Hoisting
3. Dropped Objects
4. Pressure
5. Falls from Heights and Open Holes
6. Electricity
7. Confined Space
8. Compressed Gases



1. Driving

Understanding the Hazard:

- Driving is the single most dangerous activity!
- Approximately **one third** of **FATALITIES** are caused by **roadside/ transport accidents** in oil & gas industry.
- Driving includes the safe operation of all trucks, cars, cranes, and ATVs.

Driving facts:

Distance traveled:

100kph = 91 ft per second

Braking:

278 feet = approx. braking distance at 100kph
(under normal conditions)

Causes of Driving Incidents:

- Loss of vehicle control
- Impaired driver
- Distracted driver
- Driver fatigue
- Over-speeding
- Night-driving
- Rough weather



Controls to the Driving Hazard

☒ Complete required driver training.
☒ Determine if trip is necessary.
☒ Select safest route/ time of travel.
☒ Notify supervisor pre-/ post-trip (if required).
☒ Be well rested and alert (no drugs/ alcohol) - Fit for Duty.
☒ Select proper vehicle for trip.
☒ Complete pre-trip inspection (tire air pressure, fuel supply, mirrors adjusted, etc.)
☒ Ensure emergency/ safety equipment is available as needed.
☒ Fasten seatbelts (all occupants).
☒ Obey speed limits.
☒ Turn off cell phones while driving.
☒ Ensure all loads are secured.
☒ Take frequent planned breaks.



2. Lifting and Hoisting

Understanding the Hazard:

Lifting and Hoisting activities, if not controlled, are extremely dangerous. A large number of Contractors' related serious incidents involve Lifting and Hoisting activities.

Put a "10-feet rule" in place. No worker is allowed to be within a 10-feet radius of the suspended load in case of equipment malfunction/ accidental drop. If a load is suspended more than 15 feet, increase the radius.

Equipment includes:

Cranes (winch truck, gin pole truck, boom crane, overhead), aerial platforms, powered industrial trucks, hoists, jacks, winches, beam clamps, fixed lifting points, slings (wire rope, chain, synthetic), lifting devices, spreader bars, clamps, hooks, shackles, eyebolts, turnbuckles, sockets, rigging blocks, cargo containers, racks, frames, pallets, and personnel work baskets.

Causes of Lifting and Hoisting incidents:

- Failure to follow procedures
- Equipment failure
- Improperly secured loads
- Exceeding equipment capacity
- Inadequate lift plan/ or communication



- **Inadequate inspection procedures**
- **Side loading of equipment**
- **High winds, high waves, low temperature**
- **Improper hand placement**
- **Improper use/ lack of tag lines**

Controls for Lifting and Hoisting

☒ Comply with all work procedures.

☒ Validate work controls are in place.

☒ Ensure testing, inspection, and certification of lifting equipment is complete.

☒ Use a Certified Crane Operator.

☒ Ensure all riggers have completed rigger training class.

☒ Use the Local Lifting Focal Point.

☒ Ensure Manlift/ Forklift Operators have completed approved training.

☒ Prohibit personnel from standing under overhead loads.

☒ Establish and erect buffer zones and barricades.

☒ Use proper communication and signaling.

☒ Use tag lines to control loads.

☒ Consider completing behavioral-based safety observation.



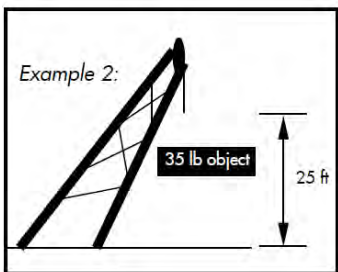
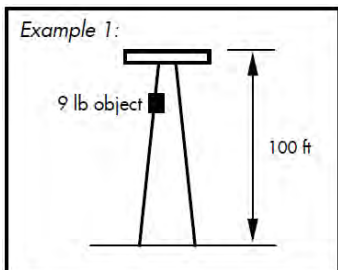
3. Dropped Objects

Understanding the Hazard:

Dropped Objects are a leading cause of fatalities in the Oil and Gas industry.

An 8-pound wrench dropped 200 feet would hit with a force of 2,833 pounds per square inch.

Examples of potentially fatal situations:



Causes of Dropped Objects

- Failure to follow procedures
- Inadequate maintenance of overhead equipment
- Inadequate design of overhead equipment
- Inadequately secured equipment/ tools
- Inadequate training
- Poor housekeeping of overhead work areas



- **Improper storage of overhead equipment/ tools**

Controls to the Dropped Objects Hazard

☒ Ensure employees are trained.
☒ Ensure procedures are followed correctly.
☒ Comply with checklist for handling equipment (e.g. tubular).
☒ Ensure forklifts that handle tubular have a pipe clamp device.
☒ Set buffer zones/ barricades during overhead or suspended loads work.
☒ Use tethered tools during overhead work.
☒ Conduct all required dropped object inspections.
☒ Prohibit personnel from standing under overhead loads.
☒ Do not use the following:
• “Homemade” lifting devices
• Wooden handle hammers (when working at heights)
• Wire/ welding rods/ tie raps (use engineered split pins and safety pins)



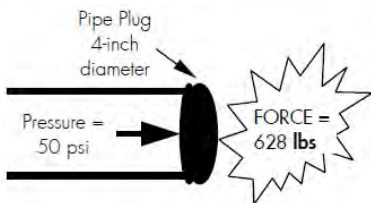
4. Pressure

Understanding the Hazard:

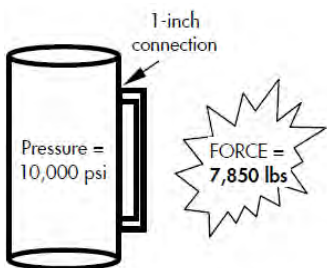
- The release of pressure is extremely dangerous and can be fatal!
- Never open a piece of equipment that contains any pressure.
- Ensure that both sides of all piping connections are the same diameter, make, and thread type. Many fatalities have occurred due to using mismatched connections.
- For hammer unions, validate correct diameter with Go/ No-Go rings.

Example 1:

This is enough energy to be deadly if standing in the line of fire.



Example 2:



Causes of Pressure Incidents:

- **Failure to follow procedures**
- **Use of mismatched connections (diameter, make, and threads do not match)**
- **Use of defective/ damaged/ improper hoses and tubing**
- **Failure to depressurize equipment before starting work**
- **Failure to isolate pressure [Lock Out Tag Out (LOTO)]**
- **Failure of valves, flanges, and fittings**
- **Relying solely on malfunctioning gauges/ instrumentation to determine if pressure is present**
- **Transferring contents of high pressure to low pressure system or container**



Controls to the Pressure Hazard

<input checked="" type="checkbox"/> Follow proper work procedures.
<input checked="" type="checkbox"/> Use proper equipment (size, type).
<input checked="" type="checkbox"/> Install physical barriers and buffer zones.
<input checked="" type="checkbox"/> Ensure pressure gages, relief valves, alarms, and shutoffs are working properly.
<input checked="" type="checkbox"/> Ensure proper communication prior to opening valve(s).
<input checked="" type="checkbox"/> Ensure temporary piping is secured.
<input checked="" type="checkbox"/> Install Warning signs if applicable.
<input checked="" type="checkbox"/> Ensure trained and competent workers.
<input checked="" type="checkbox"/> Identify potential job hazards.
<input checked="" type="checkbox"/> Complete permits, checklists, and inspections.
<input checked="" type="checkbox"/> Validate work controls are in place.
<input checked="" type="checkbox"/> Identify and mitigate line-of-fire hazards.
<input checked="" type="checkbox"/> Validate union connections with Go/ no-Go Rings.
<input checked="" type="checkbox"/> Prevent the release of energy: use Lock Out Tag Out (LOTO).
<input checked="" type="checkbox"/> Consider completing behavioral-based safety observation.



5. Falls from Heights and Open Holes

Understanding the Hazard:

Falls are the number two cause of fatalities during construction activities.

(Driving incidents are the number one cause.)

Falls can be:

- From heights
- Into open holes
- Into equipment or machinery

Causes of Falls:

- Failure to wear fall protection equipment
- Slips on stairs and ladders
- Inadequate barricades around deck openings or edges
- Failure to keep paths clear of obstacles or clutter
- Missing handrails
- Uneven work surfaces



Controls for Fall Hazard

<input checked="" type="checkbox"/> Comply with all work procedures.
<input checked="" type="checkbox"/> Validate work controls are in place.
<input checked="" type="checkbox"/> Install handrails, guardrails, gates, and ladder cages where needed.
<input checked="" type="checkbox"/> Work from temporary scaffolding that is properly secured.
<input checked="" type="checkbox"/> Use barricades around open holes.
<input checked="" type="checkbox"/> Use personal fall protection equipment when working at heights of 6 ft (1.8 m) or greater.
<input checked="" type="checkbox"/> Maintain three point contact (hands and feet) on all stairs and ladders.
<input checked="" type="checkbox"/> Keep aisles and walkways clear.
<input checked="" type="checkbox"/> Use only trained personnel that are competent in fall protection procedures.
<input checked="" type="checkbox"/> Inspect fall protection equipment prior to using.
<input checked="" type="checkbox"/> Ensure rescue procedures are in place.
<input checked="" type="checkbox"/> Consider completing behavioral-based safety observation.



6. Electricity

Understanding the Hazard:

Direct contact with 40 Volts or greater can be fatal!

Voltages at our locations range from:

Several millivolts to 10 KV.

Causes of Electrical Incidents:

- Driving trucks with oversized loads into electrical overhead power lines
- Striking overhead electrical power lines or power poles with equipment (e.g., cranes, gin pole truck, ladders, antennas, etc.)
- Failure to use Lock Out/ Tag Out procedures
- Improper electrical maintenance activities
- Failing to identify energized lines during maintenance
- Failing to identify energized lines during excavation activities



Controls for the Electricity Hazard

<input checked="" type="checkbox"/> Comply with all work procedures.
<input checked="" type="checkbox"/> Validate work controls are in place.
<input checked="" type="checkbox"/> Ensure proper Lock Out/ Tag Out procedures are followed.
<input checked="" type="checkbox"/> Maintain required distance from overhead electrical lines.
<input checked="" type="checkbox"/> Plan travel routes to ensure avoidance of overhead electrical lines.
<input checked="" type="checkbox"/> Ensure proper PPE is used.
<input checked="" type="checkbox"/> Verify the location of underground electrical lines before digging.
<input checked="" type="checkbox"/> Ensure the proper grounding of equipment.
<input checked="" type="checkbox"/> Ensure the minimum spacing requirements for electrical equipment are maintained.
<input checked="" type="checkbox"/> Use only competent Electricians.
<input checked="" type="checkbox"/> Ensure electrical Code requirements are followed.
<input checked="" type="checkbox"/> Consider completing behavioral-based safety observation.



7. Confined Space

Understanding the Hazard:

Entering confined spaces for inspection and maintenance could be fatal. Most deaths associated with confined space entry are due to atmospheric hazards. **Because the spaces are so small, these atmospheres can quickly overcome a worker.** These sudden and unexpected hazards can interfere with evacuation. The main atmospheric hazards are:

- Toxic gases and vapors
- Flammable gases and vapors
- Oxygen rich or oxygen deficient atmospheres

Examples:

Tanks; silos, mud pits; stacks; excavated areas; vessels; cellars; vaults, drains, ponds, etc.

Causes of Confined Space Incidents:

- Not providing workforce with proper and sufficient confined space training.
- Lack of proper equipment to workers performing confined space work and rescue operations.
- Lack of supervision and proper overseeing of those performing a confined space operation.
- Lack of complete standard operating procedures to ensure complete safety.



Controls for the Confined Space Hazard

<input checked="" type="checkbox"/> Comply with all work procedures.
<input checked="" type="checkbox"/> Validate work controls are in place.
<input checked="" type="checkbox"/> Ensure measuring the four gases.
<input checked="" type="checkbox"/> Provide ventilation equipment for spaces that do not have adequate air supply. Air can be pumped into the space.
<input checked="" type="checkbox"/> Maintain authentic communication with the attendant (buddy system).
<input checked="" type="checkbox"/> Provide necessary PPE including a harness for emergency retrieval and respirator (depending on the work and atmospheres).
<input checked="" type="checkbox"/> Practical rescue plan must be in place.
<input checked="" type="checkbox"/> Use intrinsically-safe lighting equipment (headlamps and portable lighting units).
<input checked="" type="checkbox"/> Avoid blocking off access to a confined space. Manage the entrance of a space while a person is already inside. But when a space is evacuated or left uncontrolled, barriers are necessary.
<input checked="" type="checkbox"/> Use only competent workers.
<input checked="" type="checkbox"/> Consider completing behavioral-based safety observation.



8. Compressed Gases

Understanding the Hazard:

- The release of compressed gas is extremely dangerous and can be fatal!
- Each type of compressed gas has its own hazards; most are asphyxiation, flammable, explosive, toxic, or a combination of these types.

Examples:

Gases used for burning, welding, breathing air, fire protection, analyzer carrier gas, purging, etc.

Causes of Compressed Gases Incidents:

- Not providing workforce with proper and sufficient training on compressed gases.
- Lack of proper equipment to workers involved in the handling of compressed gases.
- Not reading the labels on the cylinder and the Material Safety Data Sheet (MSDS) for safety information.
- Relying only on the visual inspection to determine the mechanical integrity of a compressed gas cylinder.



Controls to the Compressed Gases Hazard

☒ Comply with all work procedures.

☒ All compressed gas cylinders should be properly marked to identify the contents. (Make sure to mark all empty cylinders as MT.) Never rely on the color of the cylinder for identification.

☒ Wear the appropriate protective clothing when working around compressed gas.

☒ Store compressed gas containers (upright and secured with a chain or cable) in a fire-resistant, well-ventilated area that is both cool and dry, at least 20 feet from combustible materials.

☒ Never roll or drag cylinders; Use wheeled carts to move larger cylinders.

☒ Open valves by hand, rather than with a tool (unless a specific tool is recommended by the supplier). Don't tamper with safety devices.

☒ Never mix gases in a cylinder or try to refill a cylinder (contact the supplier).

☒ If a cylinder leaks or a valve is broken, tag the cylinder and contact a trained maintenance person.

☒ Consider completing behavioral-based safety observation.



Risk Criterion

Consequence Matrix

Actual Severity	Potential Impact			
	Human	Environment	Asset/ Financial	Reputation
Catastrophic (5)	Multiple Fatalities	Massive Effect Persistent Severe Environmental Damage or Severe Nuisance extending over a large area of commercial, communal or recreation use. Continuous excursions beyond allowable or regulatory limits.	Loss of > 1000 Million PKR	International Concern
Critical (4)	Single Fatality	Major Effect Severe environmental damage; the company is required to take Extensive measures to restore the damaged environment. Intermittent excursions beyond allowable or regulatory limits.	Loss of 100-1000 Million PKR	National Concern
Major (3)	Multiple Injury Cases esp. Lost Time Injury(ies)	Local Effect Limited Discharges affecting the neighborhood or damaging local environment. Excursions beyond allowable or regulatory limits.	Loss of 50-100 Million PKR	Provincial / Regional Concern
Marginal (2)	Medical Treatment Case(s)/ Restricted Workday Injury(ies)	Minor Effect Discharge or Contamination with no lasting effect. Rare excursions beyond allowable or regulatory limits.	Loss of 10-50 Million PKR	Local Concern
Negligible (1)	First Aid Case/ Near Hit	Slight Effect Slight Damage within the premises of the facility	Loss of <10 Million PKR	Awareness, No Concern



Risk Criterion

Probability Matrix

Likelihood That Exposure Would Result In Loss		
	IN TERMS OF FREQUENCY	IN TERMS OF EFFECTIVENESS OF CONTROLS/BARRIERS
Highly Likely (5)	Incident has occurred SEVERAL TIMES PER YEAR within E&P oil and gas industry	Or NO operational control/barrier is in place
Very Likely (4)	Incident occurred SEVERAL TIMES DURING LAST MANY YEARS within E&P oil and gas industry	Or INSUFFICIENT operational controls/barriers are IN PLACE
Likely (3)	Incident has occurred FEW TIMES DURING LAST MANY YEARS within E&P oil and gas industry	Or operational controls/barriers are IN PLACE and are NOT ROUTINELY REVIEWED
Unlikely (2)	Incident has ONCE OR TWICE DURING LAST MANY YEARS occurred within E&P oil and gas industry	Or operational controls/barriers are IN PLACE and ARE REVIEWED as per plans
Very Unlikely (1)	NEVER heard of in E&P oil and gas industry	Or operational controls/barriers are EFFECTIVE to WITHSTAND their intended purpose



Risk Criterion

Risk Matrix

Severity (Impact)	Incident Probability (P) (Chance of Happening)				
	Very Unlikely	Unlikely	Likely	Very Likely	Highly Likely
Catastrophic	1	2	3	4	5
	5	10	15	20	25
Critical	4	8	12	16	20
Major	3	6	9	12	15
Marginal	2	4	6	8	10
Negligible	1	2	3	4	5

Risk Rating	Risk Treatment	Action and Timescale
Low [1-6]	Nil for ALARP	No action is required.
Medium [7-12]	Nil for ALARP	No additional controls/barriers are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional costs. Monitoring is required to ensure that the desired controls are maintained.
High [13-20]	Controlling the significant risk	Urgent action should be taken and considerable resources be allocated to reduce the risk to ALARP through interim controls/barriers and strategic decision making/objectives & targets by putting in place actions to mitigate or minimize the risk. When considering interim controls/barriers, Hazards Control Hierarchy shall apply.
Intolerable [21-25]	Avoiding the significant risk	Any planned activity should NOT be commenced whereas an ongoing activity should be immediately STOPPED until the risk has been reduced. The ultimate decision to RESUME the activity shall be conditional with the approval of top management.
	Transferring the significant risk	The entire activity may be outsourced; OGDCL, however, to retain governance responsibility for the monitoring of such outsourcing arrangements to include the arrangements for risk management.



Job Hazard or Vulnerability Analysis (JHA or JVA)

A JHA or JVA is a process to:

- Document each step of a job
- Identify existing/ potential hazards & risks of each step
- Determine best means to eliminate or control the hazards/ risks
- Document worker's responsibilities
- Communicate to all workers the following:
 - Job Tasks
 - Job Hazards
 - Job Controls
 - Individual Responsibilities



JHA/ JVA Checklist

Task

1. ☒ Specific tasks listed
2. ☒ Individuals assigned tasks
3. ☒ Contingency Plan completed

Job Location & Vicinity

4. ☒ Description
5. ☒ Potential Hazards

Task-related Hazards

6. ☒ Energy sources identified
(Decision Point/ Major Hazards)
7. ☒ Job specific layout
8. ☒ Climatic Conditions considered
9. ☒ Other activities identified
10. ☒ Loss of containment

Controls

11. ☒ Engineering Controls
12. ☒ Intervention Controls
13. ☒ Procedures/ Work instructions
14. ☒ Permits/ Approvals
15. ☒ HSE Walkthrough
16. ☒ Behavioral-Based Safety
Observations/ STOP Card
17. ☒ Training
18. ☒ Fit for Duty
19. ☒ Job Supervision
20. ☒ Safety Pause
21. ☒ Safety Watch/ Monitor/ Rep.
22. ☒ Feedback at end of day
23. ☒ Lagging indicator(s) reported
24. ☒ HSE Alerts (Reports)
25. ☒ Compliance
26. ☒ Management of Change (MoC)
27. ☒ PPE



Elaboration of JHA/ JVA Checklist:

1. Steps required to complete a job.
2. Individual(s) assigned responsibility for task.
3. What are the actions during an emergency event? Who is in charge; is there a roster of all personnel; has the muster point been communicated to all employees?

4. Decision Point: Motion, Chemical, Radiation, Electrical, Gravity, Heat/ Cold, Biological, and Pressure.

Major Hazards: Driving, Lifting/ Hoisting, Dropped Objects, Pressure, Fall from Heights/ in Open holes, Electrical.

5. Spacing/ job site congestion, barriers/ caution tape, buffer zones.
6. Adverse weather – snow, rain, wind, visibility, dark, lightning, noise, mud, ice, hot, cold.
7. Other contractors on location:
simultaneous operations (SIMOPS).
8. Spills prevention considerations.
9. Eliminate/ modify equipment.
10. Stop work program.
11. Written procedures.
12. Authorization/ permission to perform task.
13. Complete all checklists and inspections.
14. Observation of safe/ unsafe work or behaviors.
15. Trained workers.
16. Rested, alert, good attitude, no drugs alcohol.
17. Who is Person in Charge?
18. Scheduled “stop work” to determine if safety can be improved.
19. Safety Watch/ Monitor/ Rep. identified.
20. Review of JHA process.
21. Previous occurrences noted and discussed.
22. Compliance with standards, procedures, guidelines.
23. Has any change occurred?
24. Personal Protection Equipment (PPE) used.



For Contractors, Subcontractors & Service Companies

DESCRIPTION OF JOB LOCATION			POTENTIAL VULNERABILITIES		IMPACT CONTROL MEASURES	

JOB DESCRIPTION		DEPARTMENT	RESPONSIBLE PERSON	SUPERVISOR

#	ROLE	NAME	COMPANY / POSITION	SIGNATURE
1	Leader			
2	Rep. Permit Issuing Authority			
3	Rep. Permit Receiving Authority			
4	Rep. HSE			

HAZARD / RISK CHECKLIST									
<input type="checkbox"/>	Slips, Trips and Falls	<input type="checkbox"/>	Access / Egress	<input type="checkbox"/>	Moving Machinery	<input type="checkbox"/>	Manual Handling	<input type="checkbox"/>	Stored Energy
<input type="checkbox"/>	Lifting Operation	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Illumination	<input type="checkbox"/>	Waste Management	<input type="checkbox"/>	Miscommunication
<input type="checkbox"/>	Corrosive Substance	<input type="checkbox"/>	Use of Oils / Chemicals	<input type="checkbox"/>	SIMOPS	<input type="checkbox"/>	Flaring / Venting	<input type="checkbox"/>	Inadvertent unit / facility trip
<input type="checkbox"/>	Flammable Materials	<input type="checkbox"/>	Explosives	<input type="checkbox"/>	Ignition Source	<input type="checkbox"/>	Hydrocarbon Release	<input type="checkbox"/>	Hydrogen Sulphide
<input type="checkbox"/>	Dropped Object	<input type="checkbox"/>	Working with Pressure	<input type="checkbox"/>	Weather Conditions	<input type="checkbox"/>	Electricity	<input type="checkbox"/>	Working at Height
<input type="checkbox"/>	Fatigue / Over Exertion	<input type="checkbox"/>	Explosives	<input type="checkbox"/>	Isolation	<input type="checkbox"/>	Vehicle/Equip. Movement	<input type="checkbox"/>	Confined Space

<input type="checkbox"/> Y	<input type="checkbox"/> N	Have alternatives been considered to achieving the job outcome?
----------------------------	----------------------------	-----------------------------------------------------------------



For Contractors, Subcontractors & Service Companies

Environmental

ISO 14001 – is an international standard for environmental management.

OGDCL facilities are either ISO 14001 compliant or certified. Suppliers/ Contractors/ Subcontractors/ Service Companies should follow OGDCL environmental rules and strive for continuous environment improvement.

Spills – spill control and prevention shall be part of all contractors work practices.

You are required to report all spills (oil, chemical, etc.) to OGDCL Supervisor/ HSE Rep.

Waste Management – all waste (emissions, effluents and solid) shall be identified, segregated, measured and disposed of properly. Waste management should be part of job planning. Designated drums, containers, bins, etc. with specific labels shall be placed as Collection Method for the Waste Generating Areas.

Color coding of drums, containers, bins, etc. for various types of wastes is to be as follows:

Waste Type	Bin Color
Hazardous Waste	Red Color
Food/ Paper/ Wood Waste (Organic Waste)	Green Color
Plastic Waste	Yellow Color

Contractor must define roles & responsibilities for the collection and safe disposal of waste (hazardous as well as non-hazardous) not only from the workplace but also from the residential (camp) area.



Occupational Health

Hazard Communication (HazCom)/ MSDS Program

The purpose of this program is to ensure that all known potential hazards at the workplace are communicated to all employees.

Compliance includes:

- Container labeling
- Maintaining MSDS
- Workplace chemical inventory
- Employee info and training concerning the hazards and controls for safe chemical and product handling

Specific Workplace Hazards (Sources):

- Drilling, Production and Process related Fluids & Chemicals
- Hydrogen Sulphide
- Naturally Occurring Radioactive Material (NORM)
- Asbestos
- Man-Made Mineral Fibers
- Lead
- Noise
- Diesel Particulate Matter
- Temperature Extremes
- Fatigue
- Hazardous waste



Q & A

Q. What are the hazards associated with asbestos?

A. Asbestos may be present in insulation, brake pads, and in structural materials (i.e. floor tiles, ceiling panels, roofing). It can be a hazard if not handled properly. Only trained personnel shall handle asbestos.

Q. What is Confined Space Entry?

A. Confined Space Entry is entry into a space that:

- is large enough and so configured that a person can bodily enter and perform assigned work; and
- has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits); and
- is not designed for continuous occupancy.

Q. When do I have to wear Fall Protection equipment?

A. Fall Protection is required when working at heights of 6 ft (1.8 m) or greater above work surface.

Q. What is Fitness to Work Policy?

A. An employee can only be on duty for 12 hours during a day. Management approval is required to work additional hours.

Q. What hazards are associated with food handling?

A. Food/ drink preparation and storage/ consumption practices should prevent contamination with workplace chemicals and hazards. Proper storage, preparation, and eating areas are essential to control hazards.

Q. What is Permit to Work (PTW) process?

A. The Work Permit provides proper communication, planning, documentation, and approval for the day-to-day permitted work activities at all work locations by incorporating these in all tasks: A work permit; Hazard Identification; Risk Assessment; Job Hazard/ Vulnerability Analysis (JHA/ JVA); Toolbox Talk; Safety Watch; Shared Learning Opportunities.



OGDCL HSE Pledge Handbook

For Contractors, Subcontractors & Service Companies

Q. What is Hot Work?

A. Hot Work Category 1 is work that produces a spark or flame, thus creating an ignition source (e.g., welding, grinding, and flame cutting outside the Safe Welding Area; soldering with flame or electrical soldering gun; shrink wrapping using a heat source; welding inside confined space once declared hydrocarbon free).

Hot Work Category 2 is work within a potential source of ignition (e.g., use of the following in a hydrocarbon environment: portable electronic devices, electric power tools, stud/ rivet guns).

Q. Where can I smoke?

A. You can only smoke in site-specific Designated Smoking areas. Inquire with OGDCL HSE Rep..

Q. What is OGDCL's Incident Notification policy?

A. All incidents shall be reported to OGDCL Supervisor/ HSE Rep. immediately. Record the specific location, date and time, and a description of the event using **Preliminary Incident Report**.

Q. What is Journey Management?

A. Safe Journey Management is a detailed OGDCL protocol that aims to minimize exposure to road transport related risks and to ensure that proper controls are in place for each journey.

Q. What are the hazards associated with Lead?

A. Lead is typically found in paints and coatings. The hazard is primarily ingestion or inhalation. Exposure can occur when welding, cutting, sandblasting, and burning painted or coated surfaces. Proper controls shall be in place to perform these activities.

Q. What is Lock Out Tag Out (LOTO)?

A. LOTO refers to specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the releases of hazardous energy during service or maintenance activities. The Lock Out device prevents machines from starting or energy (i.e. electricity or pressure) releases to occur. Tag Out refers to putting warning tags on equipment to warn and prevent employees from energizing equipment.



Q. What are Man-Made Mineral Fibers (MMMF)?

A. MMMF's include fiberglass, mineral wool, refractory ceramic fiber and is used in heat and acoustical insulation. It is primarily an inhalation hazard. Only trained personnel should handle MMMF.

Q. What are mismatched unions?

A. Threaded pipe connections are assembled by hitting the connectors with a hammer. Mismatching can occur if the threads on the connections are not the same diameters. Always validate diameter in the field with Go/ No-Go Rings.

Q. What is a Go/ No-Go Ring?

A. A cylindrical ring in which the inside diameter is used for checking the external diameter of a threaded pipe connection. Field use is essential to validate the proper pipe connection.

Q. What is NORM?

A. Naturally Occurring Radioactive Material is present in the earth and can be found sometimes as scale that sticks to the walls of piping and equipment that comes in contact with produced water. NORM is primarily an inhalation and ingestion hazard.

Q. What is Personal Protective Equipment (PPE)?

Category A: The Basic PPE shall include a) Coverall/ Dangri, b) Warm Jacket/ Leather Jacket, c) Safety Shoes, d) Safety Glasses, e) Hard Hat, f) Ear Muffs and g) Cotton Gloves.

Category B: The Specific PPE shall include a) Gloves (Leather, Chemical Resistant, and Latex), b) Face Shields (Welding Shields and Goggles), c) Flame Resistant Clothes, d) Long Safety Shoes, e) Gas Mask, f) Chemical Apron and f) Safety Harness.

Category C: The Emergency PPE shall include complete Turnout Gear/ Fire Kit (Fire Suit), SCBA/30 min., Air-Purifying Respirator (APR), and Safety Vests/ Clothing with Reflective Material designed for high nighttime visibility.

Q. What is the Radiography Safety?

A. Radiography is of vital importance in non-destructive testing. Radiography ensures the integrity of equipment and structures such as vessels, pipes, welded joints, castings and other devices. The integrity of this equipment affects not only the safety and quality of the products used by



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For Contractors, Subcontractors & Service Companies

workers, but also the safety and quality of the environment for workers and the public at large. Following is the safety checklist linked up with the Radiography Work Permit:

- Are radiography sources adequate for the job?
- Are all radiographers qualified "Registered"?
- Are all radiographers wearing film badges?
- Is audible warning system available?
- Is radiation survey meter/ dosimeter calibrated?
- Is adequate lighting in place?
- Has the radiation zone been posted?
- Have radiation zone been barricaded/ cordoned off?

Q. What is Hazardous Materials Identification System (HMIS)?

A. Hazardous Materials Identification System (HMIS) is a voluntary hazard-rating-scheme to communicate in-plant chemical hazard information through the use of colors, numbers and letters of the alphabet. The four bars are color-coded, using the modern color bar symbols and the number ratings as follows (within a diamond shape safety sign/ alert):

- 0 = Insignificant hazard;
- 1 = Slight hazard;
- 2 = Moderate hazard;
- 3 = High hazard;
- 4 = Extreme hazard

Type of Hazard	HMIS Color Bar
Health	Blue
Flammability	Red
Physical Hazard	Orange
Personal Protection	White

Q. What are the examples of ignition sources in perspective of internal combustion engines?

A. Internal combustion engines, whether fueled by gasoline, diesel, propane, natural gas, or other fuels, can act as ignition sources. Examples include:

- Stationary engines such as compressors, generators and pumps.
- Mobile equipment or transports such as vans, trucks, forklifts, cranes, well servicing equipment, drilling rigs, excavators, portable generators and welding trucks.
- Contractor vehicles and motorized equipment.
- Emergency response vehicles such as fire engines and ambulances.



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- Vehicle-mounted engines on vacuum trucks, tanker trucks and waste haulers.
- Small portable engines such as mowers, blowers, generators, compressors, welders and pumps. This includes hand tools unrelated to a process, such as chain saws, brought in by contractors.

Q. How can you prevent engines from becoming ignition sources?

A. Preventive measures as mentioned below:

- By installing automatic over-speed shutdown devices on permanently-mounted engines.
 - By installing intake flame arrestors and exhaust system spark arrest systems on permanently mounted engines.
 - By installing flammable gas and vapor detectors in processing areas.
- By installing shutdown systems (positive air shut-off for diesel or ignition kill for gasoline), intake flame arrestor, exhaust system spark arrest, or other appropriate protective systems for mobile internal combustion engines.
- Using a safe work permit system to control mobile combustion engine access into areas that could contain flammable vapors and gases.
 - Using a safe work permit system to control the use of open flames and spark-producing operations and equipment (e.g., welding, grinding, brazing, etc.)

Q. What are recommended safe distances/clearances from which (moving/ elevated) equipment must not be operated within a power line?

Activity	Safe Distance		
	Rig Status	Line Voltage	Minimum Clearance, ft.
	Operating rigs	All	10 ft plus 4 in. for each additional 10 kV over 50 kV
Recommended Minimum Clearances Between Power Lines and Derricks, Masts, or Guylines	In transit (lowered mast)	less than or equal to 50 kV	4 ft (1.2 m)
		greater than 50 kV	4 ft plus 4 in. for every additional 10 kV



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Distance from which moving equipment (e.g. crane boom) must not be operated within an organized power line	Power line voltage – nominal kV, alternating current	Distance (feet)
	Up to 50	10
	More than 50 to 200	15
	More than 200 to 350	20
	More than 350 to 500	25
Erect an elevated warning line, barricade, or line of signs, in view of the operator.		

Q. What are the other generally recommended safe distances/ clearances?

Activity	Recommended Safe Distance
Minimum horizontal working distances to overhead power lines	Minimum 10m at both sides
Personnel to be kept clear of civil works machinery whilst it is in operation	At minimum distance of 5m
Distance between crane boom and Riggers	Barricaded around swing radius. (Keep visual contact with helpers at all time + Install audible signals on cranes)
Oxygen and Fuel cylinders to be stored with each other or be separated by a known combustible barrier (30 minute fire rated)	6.1m (20 feet) apart or by a 1.5m (5 feet) high
Ensure welding cables remain continuous of the electrode holder during electric arc welding operations	within 3m (10 ft)
Work permit required for Excavation	If excavation required below 4 feet depth
Work permit required for Work At Height	6 feet height or above
Safety harness should be worn for work	6 feet height or above (if guard rails not available)
Use of Scaffold	For working at 1.5m height or above
Work permit required for Hot Work Operations	On or near operational process areas or within 50 feet of flammable/ combustible materials, fumes, battery storage or charging areas (Fire hazard must be removed, covered with a fire-resistant/ insulating material or otherwise protected.) Within 100 feet of explosives of powder magazine or explosive storage area
Distance between ladder and wall	1:4 rule or 75 degree angle from wall (structure)
Fire extinguishers/ hydrants must be present	25 to 75 feet from flammable materials/ substances
Distance between two workers in a workplace/ workshop	10 feet



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For Contractors, Subcontractors & Service Companies

Eyewash safety stations must be installed	Within 10 seconds or 55 feet from the hazard.
First aid box in a workplace	6 to 8 feet from the nearest worker
Distance between fire water pump and fire water reservoir in a workplace	20 to 30m
Distance among vehicles and workers in a workplace	Workplace is to provide separate pedestrian and vehicle traffic routes
Displaying of warning notices in hazardous areas	90m radius
Provision of hydrants with fog nozzles & adequate lengths of hose pipes	At a distance of not less than 90m from each vulnerable point
Electrical equipment/ fittings installed or operated shall be of flame proof or intrinsically safe construction	Within a radius of 15 meters of Zone 0 (Class 1 Div 1)
Maintenance apparatus and all sources of ignition shall be removed while noxious and flammable gas is present (detected)	Within 25m
Covering all sewers in hydrocarbon facilities from the hot work area (i.e. gas welding, cutting, brazing, or electric arc welding)	within 23m (75 ft)



API Classification Response According To Areas Of Potential And/ Or Actual Exposure To H₂S:

No Hazard Condition	Any well that will not penetrate a known Hydrogen Sulfide formation would be categorized as a "No Hazard Area". Special Hydrogen Sulfide equipment is not required.
API Condition I - Low Hazard	<p><i>Work locations where atmospheric concentrations of H₂S are less than 10ppm.</i></p> <p>Recommended for Area:</p> <ul style="list-style-type: none"> Hydrogen Sulfide warning sign with GREEN FLAG warning device present. Keep all safety equipment in adequate working order. Store the equipment in accessible locations.
API Condition II - Medium Hazard	<p><i>Work locations where atmospheric concentrations of H₂S are greater than 10ppm and less than 30ppm.</i></p> <p>Recommended for Area:</p> <ul style="list-style-type: none"> Legible Hydrogen Sulfide warning sign with YELLOW FLAG warning device present. Keep a safe distance from dangerous locations if not working to decrease danger. Pay attention to audible and visual alarm systems. Follow the guidance of the operator representative. Keep all safety equipment in adequate working order. Store the equipment in accessible locations. <ul style="list-style-type: none"> An oxygen resuscitator. A properly calibrated, metered hydrogen sulfide detection instrument.



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API Condition III – High Hazard

Work locations where atmospheric concentrations of H_2S are greater than 30ppm.

Recommended for Area:

- ✎ Post legible Hydrogen Sulfide warning sign with **RED FLAG** warning device.
- ✎ Post signs 500 feet from the location on each road leading to the location, warning of the hydrogen sulfide hazard.
- ✎ Check all Hydrogen Sulfide safety equipment to ensure readiness before each tour change.
- ✎ Establish a means of communication or instruction for emergency procedures and maintain them on location, along with contact information of persons to be informed in case of emergencies.
- ✎ Ensure usability of two exits at each location.
- ✎ Do not permit employees on location without hydrogen Sulfide safety training. (Employees may be permitted on location for specific Hydrogen Sulfide training purposes that does not include general rig training.)
- ✎ Pay attention to audible and visual alarm systems.
- ✎ Store the equipment in accessible locations.
 - ▣ Two Hydrogen Sulfide detectors should be present (one should be a properly calibrated, metered detection instrument, and the other should be a pump type with detector tubes. The maximum permissible exposure limit (PEL) is 20 ppm. Respiratory protection would be required if periodic testing indicates employee exposures to H_2S at concentrations above the PEL. Ref. OSHA Standard Respiratory Protection, [29 CFR 1910.134].
 - ▣ Oxygen resuscitator.
 - ▣ Three wind socks and streamers.
 - ▣ Two NIOSH/ MSHA 30-minute, Self-Contained Breathing Apparatus (SCBA) for emergency escape from the contaminated area only.



Emergency Response:

EMERGENCY LEVELS: Following are the probable emergency scenarios-consequence analysis of OGDCL office buildings, Islamabad and field locations:

Fire / Explosion / Blowout Roadside Accident Oil Spillage Gas Leakage	Level-5 (Catastrophic) <ul style="list-style-type: none"> ∞ Multiple Fatalities ∞ Massive Effect on Environment; Persistent Severe Environmental Damage or Severe Nuisance extending over a large area of commercial, communal or recreation use; Continuous excursions beyond allowable or regulatory limits ∞ Loss of > 1000 Million PKR ∞ Reputation issue (International Concern)
	Level-4 (Critical) <ul style="list-style-type: none"> ∞ Single Fatality ∞ Major Effect on Environment; Severe environmental damage; the company is required to take Extensive measures to restore the damaged environment; Intermittent excursions beyond allowable or regulatory limits ∞ Loss of 100-1000 Million PKR ∞ Reputation issue (National Concern)
	Level-3 (Major) <ul style="list-style-type: none"> ∞ Multiple Injury Cases esp. Lost Time Injury(ies) ∞ Local Effect on Environment; Limited Discharges affecting the neighborhood or damaging local environment; Excursions beyond allowable or regulatory limits ∞ Loss of 50-100 Million PKR ∞ Reputation issue (Provincial/ Regional Concern)
	Level-2 (Marginal) <ul style="list-style-type: none"> ∞ Medical Treatment Case(s)/ Restricted Workday Injury(ies) ∞ Minor Effect on Environment; Discharge or Contamination with no lasting effect; Rare excursions beyond allowable or regulatory limits ∞ Loss of 10-50 Million PKR ∞ No substantial reputation issue (Local Concern)
	Level-1 (Negligible) <ul style="list-style-type: none"> ∞ First Aid Case/ Near Hit ∞ Slight Effect of Environment; Slight Damage within the premises of the facility ∞ Loss of <10 Million PKR ∞ No reputation issue
Boiling Liquid Expanding Vapor Explosion (BLEVE) Natural Disaster (Heavy Rains, Floods, Earthquake, etc.) Terrorist Attack / Bomb Threat Civil Unrest (Local Strike) Others	

EMT/ LMT shall only be activated when an emergency severity level 3, 4 or 5 occurs at any OGDCL Facility.



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For Contractors, Subcontractors & Service Companies

EMERGENCY STATES (CONDITIONS/ SITUATIONS):

Standardized siren codes and H₂S emergency beacon lights & alarms shall be followed to deal with the emergency state/ conditions/ situations especially at production fields/ drilling rigs as mentioned below:

NO EMERGENCY DECLARATION	DECLARE EMERGENCY THROUGH SIREN AND LIGHTS	DECLARE EMERGENCY THROUGH SIREN AND LIGHTS AND DECLARE THROUGH SIREN, LIGHTS AND PUBLIC ADDRESS (PA)
For basic level emergency conditions, there is no need to gather at Muster Point as it may not cause the normal operations to be shutdown. There is no immediate potential threat to the safety of personnel, assets, environment and operations. <u>Emergency equipment available on site can control this type of emergency situation.</u>	Gather at respective Muster Point(s) in case of emergency level/ severity 2, 3, 4 or 5 incident as per the nature of incident and declare emergency through siren and lights as it may cause the normal operations/ activities to be temporary suspended, partial or complete shutdown. This emergency results an immediate potential threat to the safety of personnel, assets, environment, and operations for which <u>internal support services may be sufficient.</u>	Rush outside from the Emergency Exit Gate(s) in case of emergency level/ severity 2, 3, 4 or 5 incident as per the nature of incident and declare emergency through siren and lights and declare through siren, lights and public address as it may result in serious injury/ fatality, significant fire/ explosion, major equipment damage, gas/ oil release, loss of controlled substance to the environment for which <u>external support services may be required.</u>

Standardized Siren Codes

Calling for Blowout/ Fire & Evacuation →	A flashing red beacon along with intermittent tones of 15 seconds each with 5 seconds pause, repeated thrice
Calling for Toxic Gas Leakage* & Evacuation →	A flashing blue beacon along with intermittent tones of 30 seconds each with 5 seconds pause, repeated five times
Calling Methane, Propane, Butane, etc. Release/ Explosion & Evacuation →	A flashing yellow beacon along with intermittent tones of 60 seconds each with 5 seconds pause, repeated thrice
All Clear Alarm →	Continuous tone for 120 seconds

Siren should be muted for PA Announcements in between.



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For Contractors, Subcontractors & Service Companies

Note 1: In the event of the emergency siren sounding, ALL PERMITS become INVALID and all WORK being carried out under them shall CEASE. Personnel within permanently occupied buildings/ offices/ rooms should seek direction from the Fire Wardens. Vehicles must be parked away from access ways, ignition switched off with keys left in the ignition and remain standby for the period of the emergency. Driver and passengers must exit the vehicle and proceed to the nearest safe Muster Point. Personnel within vessels and tanks shall move outside the vessel or tank, climb to ground level and then proceed to the designated Muster Point and stay there until directed otherwise by the Emergency Response Coordinator (ERC).

Note 2: When an emergency occurs, the affected work must cease and not re-start until such time as the work areas affected have been risk reassessed, integrity of equipment & infrastructure checked and the Area Manager/ Location InCharge has verified that the effective controls (to prevent recurrence) are in place.



HSE Pledge Handbook

Acknowledgment:

I (on behalf of my company) hereby acknowledge that:

- (1) I have received a copy of and read this handbook.*
- (2) I understand the handbook and its pledge.*
- (3) I agree to work under all provisions contained in this handbook.*
- (4) I agree that I and my performing crew will not use any defective, worn-out, uncertified, and/ or non-calibrated tools, machinery, equipment, gadgets and expired material while performing the job.*
- (5) I and my job performing crew is physically capable of performing the job.*
- (6) I understand that the requirements in this book will be **strictly enforced** and my **performance** will be evaluated on the prescribed template, time to time!*

Consequences for violations (up to and including termination from OGDCL premises/ panel) will be enforced.

Signature: _____

Name: _____

Contractor/Service Company: _____

Date: _____

Note:- This form shall be filled at the Office of Location InCharge in case of oil & gas installation or office building and respective InCharge Admin. in case of Head Office in the presence of OGDCL HSE Rep.



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For Contractors, Subcontractors & Service Companies

Performance Evaluation

OGDCL shall assess from time to time the HSE as well as Quality Performance of the products provided and/ or services rendered by the Suppliers/ Contractors and follow-up to take up any action or initiate proceedings accordingly in conformance with all applicable Federal, Provincial and local health, safety, and environmental laws and regulations and with OGDCL HSE policies and procedures.

SUPPLIER'S/ CONTRACTOR'S PERFORMANCE EVALUATION

Ref. Contract/ Work Order/ Service Order No.:

Scope (Title) of Work/ Service/ Consultancy:

VALIDITY From: To:

Name of SUPPLIER/ CONTRACTOR:

NAME and CONTACT # of Supplier's/ Contractor's Representative:

PRINCIPAL/ OEM:

FREQUENCY of Performance Evaluation:

- ☐ INITIAL PERFORMANCE EVALUATION
☐ SECOND PERFORMANCE EVALUATION
☐ THIRD PERFORMANCE EVALUATION
☐ FINAL PERFORMANCE EVALUATION

Date of INITIAL Performance Evaluation:
Date of SECOND Performance Evaluation:
Date of THIRD Performance Evaluation:
Date of LAST Performance Evaluation:

Critical Rating	Unacceptable	Serious Reservations	Minor Reservations	Good	Very Good	Excellent	SCORE	COMMENTS
	00	02	04	06	08	10		
Overall Management (20%)								
Skill Level & Competency								
Hazards & Risks Management								
Consultancy/ Service Execution/ Production/ Product/ Material/ Equipment Delivery (20%)								
Meeting Contractual Obligations								
Achieving Specified Standards								
Occupational Health, Safety & Environment Management (30%)								
Safe Work Practices								
HSE TOP Card Response								
Incident/ HSE Reporting								
Administration (30%)								
QA/ QC Reporting								
Management of Change/ Defects Handling								
Responsiveness to Feedback								

TOTAL SCORE:

OVERALL RATING	UNACCEPTABLE	SERIOUS RESERVATIONS	MINOR RESERVATIONS	GOOD	VERY GOOD	EXCELLENT
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Recommended:



HSE TOP CARD

STOP
OBSERVE
ACT
REPORT

توقف
مشاہدہ
عمل
رپورٹ

OBSERVATION CHECKLIST

✓ MARK IF ANY UNSAFE MARK IF ANY SAFE ✓

ACTIONS

UNSAFE	SAFE
REACTIONS OF PEOPLE All Safe	
<input type="checkbox"/> Adjusting Personal Protective Equipment	<input type="checkbox"/>
<input type="checkbox"/> Changing Position	<input type="checkbox"/>
<input type="checkbox"/> Rearranging Job	<input type="checkbox"/>
<input type="checkbox"/> Stopping Job	<input type="checkbox"/>
<input type="checkbox"/> Attaching Grounds	<input type="checkbox"/>
<input type="checkbox"/> Performing Lockouts	<input type="checkbox"/>
PERSONAL PROTECTIVE EQUIPMENT All Safe	
<input type="checkbox"/> Head	<input type="checkbox"/>
<input type="checkbox"/> Eyes and Face	<input type="checkbox"/>
<input type="checkbox"/> Ears	<input type="checkbox"/>
<input type="checkbox"/> Respiratory System	<input type="checkbox"/>
<input type="checkbox"/> Arms and Hands	<input type="checkbox"/>
<input type="checkbox"/> Trunk	<input type="checkbox"/>
<input type="checkbox"/> Legs and Feet	<input type="checkbox"/>
POSITIONS OF PEOPLE All Safe	
<input type="checkbox"/> Striking Against Objects	<input type="checkbox"/>
<input type="checkbox"/> Struck By Objects	<input type="checkbox"/>
<input type="checkbox"/> Caught In, On, or Between Objects	<input type="checkbox"/>
<input type="checkbox"/> Falling	<input type="checkbox"/>
<input type="checkbox"/> Contacting Temperature Extremes	<input type="checkbox"/>
<input type="checkbox"/> Contacting Electric Current	<input type="checkbox"/>
<input type="checkbox"/> Inhaling a Hazardous Substance	<input type="checkbox"/>
<input type="checkbox"/> Absorbing a Hazardous Substance	<input type="checkbox"/>
<input type="checkbox"/> Swallowing a Hazardous Substance	<input type="checkbox"/>
<input type="checkbox"/> Overexertion	<input type="checkbox"/>
<input type="checkbox"/> Repetitive Motions	<input type="checkbox"/>
<input type="checkbox"/> Awkward Position/Static Postures	<input type="checkbox"/>
TOOLS AND EQUIPMENT All Safe	
<input type="checkbox"/> Wrong for the Job	<input type="checkbox"/>
<input type="checkbox"/> Used Incorrectly	<input type="checkbox"/>
<input type="checkbox"/> In Unsafe Condition	<input type="checkbox"/>
PROCEDURES AND ORDERLINESS All Safe	
<input type="checkbox"/> Procedures Inadequate	<input type="checkbox"/>
<input type="checkbox"/> Procedures Not Known/Understand	<input type="checkbox"/>
<input type="checkbox"/> Procedures Not Followed	<input type="checkbox"/>
<input type="checkbox"/> Orderliness Standards Inadequate	<input type="checkbox"/>
<input type="checkbox"/> Orderliness Standards Not Known/Understand	<input type="checkbox"/>
<input type="checkbox"/> Orderliness Standards Not Followed	<input type="checkbox"/>

✓ جانچ پڑتال کی ضرورت ✓ برقرار رکھنے کے لیے کام کریں

افعال

UNSAFE	SAFE
REACTIONS OF PEOPLE All Safe	
<input type="checkbox"/> Adjusting Personal Protective Equipment	<input type="checkbox"/> جانچ کر کے تبدیلی کرنا
<input type="checkbox"/> Changing Position	<input type="checkbox"/> جگہ تبدیل کرنا
<input type="checkbox"/> Rearranging Job	<input type="checkbox"/> کام کو ترتیب میں لانا
<input type="checkbox"/> Stopping Job	<input type="checkbox"/> کام کو روک دینا
<input type="checkbox"/> Attaching Grounds	<input type="checkbox"/> ارتحہ کا استعمال
<input type="checkbox"/> Performing Lockouts	<input type="checkbox"/> لاک آؤٹ کا استعمال
PERSONAL PROTECTIVE EQUIPMENT All Safe	
<input type="checkbox"/> Head	<input type="checkbox"/> سر
<input type="checkbox"/> Eyes and Face	<input type="checkbox"/> آنکھیں اور چہرہ
<input type="checkbox"/> Ears	<input type="checkbox"/> کان
<input type="checkbox"/> Respiratory System	<input type="checkbox"/> سانس کا نظام
<input type="checkbox"/> Arms and Hands	<input type="checkbox"/> بازو اور ہاتھ
<input type="checkbox"/> Trunk	<input type="checkbox"/> پیٹھ
<input type="checkbox"/> Legs and Feet	<input type="checkbox"/> ٹانگیں اور پاؤں
POSITIONS OF PEOPLE All Safe	
<input type="checkbox"/> Striking Against Objects	<input type="checkbox"/> اشیاء سے ٹکرانا
<input type="checkbox"/> Struck By Objects	<input type="checkbox"/> اشیاء سے ٹکنا
<input type="checkbox"/> Caught In, On, or Between Objects	<input type="checkbox"/> اشیاء میں اوپر یا درمیان میں پھنس جانا
<input type="checkbox"/> Falling	<input type="checkbox"/> گر جانا
<input type="checkbox"/> Contacting Temperature Extremes	<input type="checkbox"/> زیادہ گرم یا سردی سے ٹکنا
<input type="checkbox"/> Contacting Electric Current	<input type="checkbox"/> برقی رو سے ٹکنا
<input type="checkbox"/> Inhaling a Hazardous Substance	<input type="checkbox"/> خطرناک مادہ سے دم گھٹنا
<input type="checkbox"/> Absorbing a Hazardous Substance	<input type="checkbox"/> خطرناک مادہ جذب ہونا
<input type="checkbox"/> Swallowing a Hazardous Substance	<input type="checkbox"/> خطرناک مادہ نگل لینا
<input type="checkbox"/> Overexertion	<input type="checkbox"/> حد سے زیادہ کام کرنا
<input type="checkbox"/> Repetitive Motions	<input type="checkbox"/> ایک بار واپس
<input type="checkbox"/> Awkward Position/Static Postures	<input type="checkbox"/> غیر مناسب جگہ یا ساکن حالت
TOOLS AND EQUIPMENT All Safe	
<input type="checkbox"/> Wrong for the Job	<input type="checkbox"/> کام کے لیے غیر مناسب
<input type="checkbox"/> Used Incorrectly	<input type="checkbox"/> غلط طریقہ استعمال
<input type="checkbox"/> In Unsafe Condition	<input type="checkbox"/> غیر محفوظ کیفیت
PROCEDURES AND ORDERLINESS All Safe	
<input type="checkbox"/> Procedures Inadequate	<input type="checkbox"/> نامکمل طریقہ کار
<input type="checkbox"/> Procedures Not Known/Understand	<input type="checkbox"/> طریقہ کار کو معلوم نہ ہونا یا سمجھنا
<input type="checkbox"/> Procedures Not Followed	<input type="checkbox"/> طریقہ کار کی پیروی نہ کرنا
<input type="checkbox"/> Orderliness Standards Inadequate	<input type="checkbox"/> باضابطہ معیاری طریقہ کار کا کافی ہونا
<input type="checkbox"/> Orderliness Standards Not Known/Understand	<input type="checkbox"/> باضابطہ معیاری طریقہ کار سے واقفیت
<input type="checkbox"/> Orderliness Standards Not Followed	<input type="checkbox"/> باضابطہ معیاری طریقہ کار کی پیروی نہ کرنا



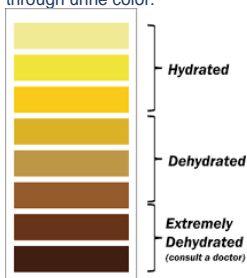
Important Contact Numbers:

[illegible]

HSE Induction

For Field Visitors:

1. Visitors are expected to comply with all SAFETY/ ENVIRONMENT/ EMERGENCY signs and use of PPE where required.
2. In case of any emergency, inform Duty Officer by dialing '_____'.
_____.
3. Actions in the event of Fire or Fire Alarm:
 - If fire is detected, inform Duty Officer.
 - If fire alarm sounds; Switch off any electrical/ gas appliance in use; Close doors/ windows.
 - Evacuate through the nearest Fire Exit and proceed to Muster Point.
 - Do not attempt to gather your personal belongings.
 - Do not go to the places other than the Muster Point.
 - Return to the office/ plant/ camp when allowed by Security Administrator.
4. Only use the designated areas for smoking.
5. Visitor's responsibilities towards Environment:
 - Do not litter; Use the designated waste bins.
 - Switch off the lights, fan, air conditioner, and heater when not needed.
 - Report any spark in the switch boards and water leakage in the toilets.
 - Do not use tap water for drinking.
6. Please avoid wearing open shoes or sandals while going out of the camp/ field area, since presence of snakes or poisonous insects cannot be ruled out. In case of snake/ insect bite, please call medical emergency at _____. Necessary medicines are available at field.
7. Illegal drugs, weapons and explosives are prohibited within office/ plant/ camp premises.
8. While using toilets, you may consult the following Dehydration Chart to check your dehydration levels through urine color:



DISCLAIMER

Safety has been as an emerging stalwart value in OGDCL. We relentlessly are in a pursuit of “ no” harm to people and “ no” significant environmental incidents.

Working together, we can reach
ZERO Fatalities,
ZERO Lost Time Injuries and
ZERO Incidents.

REMEMBER

“ Everyone Has An Obligation To STOP
Work That Is Unsafe.”



For further information contact

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