

**COMMUNITY AFFAIRS, safety, health, environment and security (cashes)
policy of almoner petroleum & gas limited (apg)**

Introduction

The keynote of **ALMONER PETROLEUM & GAS LIMITED, Community Affairs, Safety, Health, Environment and Security – (CASHES) Policy**, is the emphasis on management's responsibility for good community relationship, Health and safety of all persons involved in our operations, and any member of the public that may be affected and a minimum negative effect of the impact on the environment in which our operations are carried out.

This CASHES policy for implementation of our Operations has put in place all the necessary procedures and activities aimed at achieving a satisfactory management of the CASHES issues.

By this CASHES plan, performance can actually be measured, facilitating the future identification of areas that may require improvement.

ALMONER CASHES OBJECTIVES AND PLAN.

Community Affairs

Introducing ourselves first of all to any community we operate in

1. Let the community know any benefits they may derive from our operations there
2. Employment of qualified and semi-qualified youths of the community

Safety

3. Ensure that all Almoner Petroleum & Gas Limited employees are trained for any task they may be assigned to do
4. Enhance commitment to safety and promote safety awareness among all categories of our staff and sub-contractor's staff
5. No fatality of our staff, sub-contractor's staff or any third party involved in our operations
6. No lost time injuries (LTI)
7. Maintain ZERO Road Transport Accident (RTA) and Road Transport Incident (RTI)
8. Carryout daily near miss and unsafe condition audits
9. Report all near misses
10. Maintain ZERO fire accident
11. Continuous training of personnel (to enhance awareness)
12. Maintain Zero equipment damage
13. Strict adherence to permit to work procedures
14. Ensure that an employees believes cannot be carried out in accordance with the safety policy must be stopped and immediately reported do his supervisor.

Health

15. All workers are to be certified medically fit before being employed and annually by a qualified medical doctor.
16. Carry out inventory of illness causing absence from work
17. Prevent injury to and preserve the health of its employees
18. Complete health hazard identification list
19. Upgrade site accommodation standards
20. Ensure that workers receive medical care in a well-equipped site clinic manned by suitably qualified doctor and industrial nurses

Environment

21. Adhere to all statutory laws and procedures for the conservation of the environment.
22. Develop proper waste disposal procedure suitable for the environment
23. Operate with the limits of job requirements in order to minimize any such deleterious effects on the environment in which we work

Security

24. Ensure sound protection of personnel and property in all our locations through close liaison with and respect for appropriate government agencies

ALMONER CASHES POLICY AND PROCEDURES

APG's CASHES PLAN is endorsed by the Management and defines how its personnel are to work to fulfill intent of the Client and APG's Corporate CASHES Policies.

25. APG's Policy statement in colour and on plasticized paper shall be displayed at all sites. APG's Policy is as defined in the attachments.
26. The APG's policy statement will be distributed to all staff, Sub-contractors and Vendors and discussed in CASHES meetings with a view to increase the understandings. .

CASHES REGULATION/REFERENCES AND STANDARDS

27. This CASHES Plan is subject to continuous periodic review as time and projects progresses in accordance with:
 - Mineral Oil (Safety) regulations, 1963
 - Explosive Act, 1964 (regulations 1967)
 - Factories Decree 1978
 - Factories Act, 1958
 - Road Traffic Regulation
 - Inland Waterways regulations
 - Client's CACHES Policy
 - MGEL Policy

- MGEL CASHES Manual

CASHES STANDARDS

All lessons learned from incidents must be fed back into CASHES Plan Reviews to strengthen the Company's commitment to the achievement of the digested possible CASHES standards.

NIGHT WORK PRECAUTIONS

- Permit to Work must be in place
- Item Work Hazard analysis and CASHES statement relating to Method Statement in the Quality Plan to be discussed in Tool Box Meeting before commencement
- Emphasize night work hazard in Tool Book Meeting
- Pre start inspection by the Client representative
- Ensure there is a standby vehicle at the Work Site Entrance
- All personnel to wear reflective bands
- Ensure adequate illumination of work area including access road, provision of torches
- Dedicated Safety Officers, Nurse and supervisor must always be on site throughout the operations
- Ensure radio communication between key workers and between supervisors and Client representative.
- Observation of one hour break during the operation
- Drill to be conducted on the first day of the night work
- Client representative to be on site throughout the night operations
- Operational/access areas to be barricaded
- Presence of a dedicated electrician.

Night work will, however, not be done. Where and when night work is necessary, it cannot be commenced except it is permitted and the night work precautions approved by the Client. Approval of night work will entirely be at the discretion of the Client.

Each supervisor is responsible for reviewing the appropriate CASHES Procedure with the workforce during the daily toolbox Meeting. If appropriate CASHES Procedures are not available, then it is the responsibility of the Supervisor to suspend work and ensure an appropriate CASHES Procedure is developed in conjunction with Clients CASHES facilitator and /or MGEL Supervisor, who now discusses it with his work force prior to commencement of work.

Site Entry/Muster Procedures

Site entry and mustering procedure shall be as defined in the (Attachment 2 and 3)

Plant & Equipment Pre-Mobilisation Check-List

A checklist for specific items to be inspected on plant and equipment during pre-mobilization inspections will be put in place

The date and result of this inspection will be recorded in ALMONER Construction Resources Register.

Journey Management

For the Safety and Security of visitor to work sites, special instruction will be given

Visitor's Briefing

The ALMONER CONTROL OFFICER must give all new or occasional visitor to site a site briefing Prior to entry to the work site.

Signature on the Site ENTRY Log Book will signify acceptance and understanding by the visitor of the Site Briefing.

CASHES Rules

The CASHES Rules are stated in the Attachment 6 and a plasticized version it to be posted on all CASHES Notice Boards.

All personnel are to acknowledge receipt of these rules and verify understanding

Any proposal to change the CASHES rules is to be presented to the CASHES Monthly Meeting for discussion. Any change to the rules is to be authorised by Client.

HEALTH, MEDICAL AND WELFARE PROGRAM

Fitness

All personnel employed on projects must be confirmed as medically fit. Thereafter, there shall be annual medical recertification of fitness by a qualified medical Doctor.

MGEL Head of CASHES is responsible for maintaining a certificate of fitness register including:

- Name
- Job Title
- Date of last medical examination
- Location: MGEL and Sub-Contractor Employee

Nutrition

The responsibility of individuals to ensure that they receive adequate nutrition for safe working on site is to be emphasized in:

- Daily Tool Box Meetings
- CASHES Lectures
- CASHES Notice Boards

A clean fresh water supply is to be available in a clearly marked location at every work site to every person. The dangers of dehydration and salt loss are to be emphasized.

Clinic Facilities

- Clinic shall be available in the Site Area.

Access to Doctors

Site personnel shall have access to qualified Medical Doctors for general consultation at least fortnightly.

First Aid

There shall be at least one first aider to every 10 workers or one first aider to every work sites whichever results in a larger number of first aiders. This should be indicated on the site diary while detailing categories of labour force. Proof of qualifications of first aiders to be with Client. In addition there shall be a first aid box stocked in accordance with the checklist in every active site. An annual refresher course shall be conducted for qualified First Aiders.

ALMONER Head of CASHES is to ensure that the ratio of first aiders is satisfied by including the first Aider Training in the Training Register.

CASHES Auditing

Audit Program

Auditors are the responsibility of ALMONER and will include:

- Compliance with CASHES plan
- Work sites, offices and accommodation areas
- Transport –Road and Water
- Plant and equipment
- CASHES Department records and record keeping
- Sub-contractor CASHES
- Occupational Health Provisions.

Client CASHES FACILITATORS is responsible for ensuring that Audit Schedules as planned is implemented. ALMONER Head of CASHES to provide a data base for effective implementation and follow-up Audits

Findings from the audits are to be published and discussed with formal follow-up in the weekly CASHES meetings.

Environmental

- The awareness of the work force to protect the environment is to increase by means of topics at the Tool Box Meeting and CASHES lectures.
- An inventory of all types of waste with estimated quantities will be compiled
- In conjunction with the Client, Procedures will be developed for the disposal the waster materials, which will include.
 - ✓ Blast paints and thinners and solvents
 - ✓ Spent grit
 - ✓ crap metals

SUB-CONTRACTORS

ALMONER will ensure that its workers, sub-contractors and vendors maintain the same CASHES Standards as defined in ALMONER CASHES Manual.

ALMONER will ensure full integration of sub-contractors and vendors into the procedures defined in the CASHES Manual.

CASHES MANAGEMENT AND SUPERVISION

CASHES Organisation

The CASHES Objectives of this PLAN include but are not limited to:

Health

- Minimise health hazards including but not limited to: ionizing radiation from radiography, crystalline silica from abrasive, dust from blast cleaning, coaster fumes from pipe-coating, toxic fumes from welding/cutting, water borne diseases.
- Minimize illness through preventive measures including education programmes concerning nutrition, cleanliness and fitness.
- Minimise incidence of malaria through the provision appropriate malaria prophylaxis together with education regarding malaria and correct administration of prophylaxis.
- Ensure that working conditions are, so far as possible, designed to minimize stress and fatigue by attention to ergonomics
- Ensure that ALMONER personnel deployed to the Site are medically fit.
- Ensure that ALMONER personnel at the site have access to adequate health care facilities.

Safety

- Achieve ZERO fatality

- Achieve ZERO Lost Time Incidents (LTI)
- Achieve ZERO non-adherences to the “Permit-to-Work” and other agreed work procedures.
- Achieve ZERO preventable who are to drive pass Defensive Driving Course
- Ensure all personnel who are required to drive pass Defensive Driving Course
- Ensure that journey management techniques are used prior the authorization of all vehicle/boat journeys.

Environment

- Measure the environmental impact of the activities to be conducted under the contract
- Achieve ZERO spillage incidents
- Minimize damage to the environment
- Restore the SITE surroundings distributed during the Project to original condition.

Marine Safety – Water Transport

- Boats shall be registered by Government inspector of shipping
- Boats shall carry valid survey certificates.
- Boats shall carry adequate numbers of life vests, life buoys, ear protectors etc. to cover the maximum authorized number of persons for which the boat is registered.
- All passengers, including crew members must always wear life jackets.
- Boats must carry other safety equipment such as horns, communication equipment, navigational lights, fire extinguishers, etc which must always be maintained.
- Captains must carry valid certificate of competency.
- Emergency evacuation instructions must be boldly displayed.
- Safe speed limits must be maintained
- Do not sail at night except with CLIENT’S permission.
- Boats must be properly berthed before passengers and crews are allowed to embarked or disembark, using a well established and safe access.
- Swimming identity cards must be worn before embarkation
- No smoking on-board
- Ensure regular checks on life vests,. (re-certify life vest)

GENERAL SITE HSES RULES AND REGULATIONS

- All personnel shall have site safety briefing
- All personnel must have valid swimming passport
- All personnel are to report any unsafe acts
- Permits to work must be in place prior to commencement of any work
- Entry into worksite must be authorized by CLIENT/HSES site management
- Use the entry tally board system at site entrance
- Appropriate PPE must be worn on the worksite
- Do not enter barricaded areas.
- Understand the emergency procedures /contingency plans
- Observe the positions of fire extinguishers
- Do not wear sunglasses inside confined spaces.
- Observe the safety , precautions stipulated in HSES statement attached to method statements.
- Report all accidents immediately to site supervisor

ENVIRONMENT

All personnel must co- operate with Security Officials on duty:

- For inspection of vehicles leaving site.
- For personnel luggage search in releasing to them all necessary information to facilitate security operations.