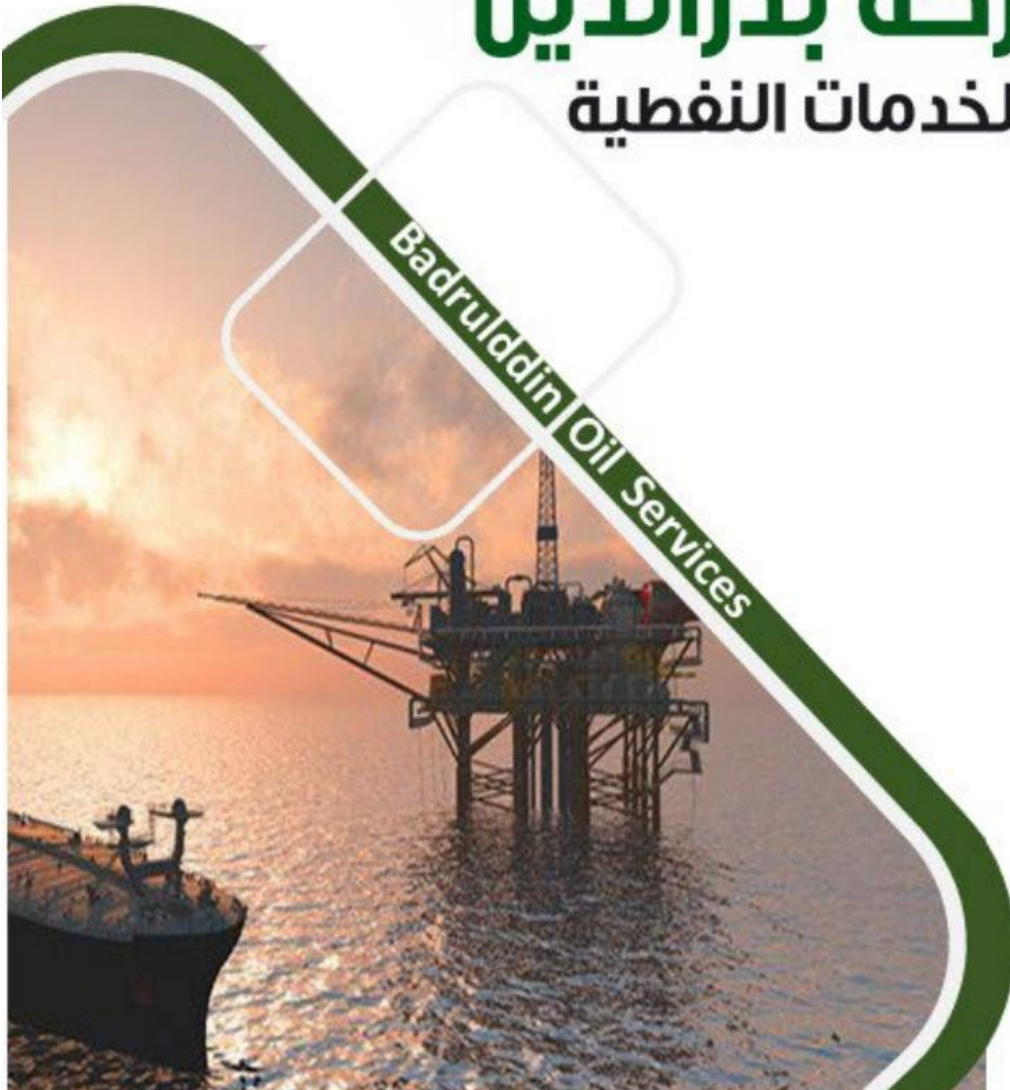




# شركة بدرالدين للخدمات النفطية

Badrulddin Oil Services



# **Table of Contents**

<b>S No</b>	<b>Particulars</b>	<b>Page No</b>
<b>1.</b>	<b>Introduction</b>	2
<b>2.</b>	<b>HSE Management System</b>	2-3
2.1.	Commitment and Leadership	4
2.2.	Policy and Objective	4-5
2.3	Organization, Roles and Responsibilities	6-8
2.4.	Risk Evaluation and Management	8-9
2.5.	Planning	9
2.6.	Implementation, Recording and Monitoring	10-11
2.7.	Management Review	11
<b>3.</b>	<b>General Safety Guidelines</b>	12
3.1.	Conduct	12
3.2.	Housekeeping	12
3.3.	Incident Reporting	12
3.4.	Personal Protective Equipment	12-13
3.5.	Equipment Operation	13
3.6.	Hazard Communication and Chemical Handling	13-14
3.7.	Precautions while Handling Pesticides	14
3.8.	Field Visits	15
3.9.	Road Safety	15-16
3.10.	Electrical Safety	16
3.11.	Fire Prevention Plan	16
3.12.	Staying Safe	16-17
3.13.	Toolbox Talks	17
<b>4.</b>	<b>Guidelines for Emergency Situations</b>	17
4.1.	Evacuation, due to Fire or Other Emergencies	17
4.2.	Medical Emergency	17-18
<b>5.</b>	<b>Office Safety Guidelines</b>	18
	<b>Annexures</b>	
I	Safety Committee	19
II	Emergency Contact Numbers	19

## 1. Introduction

**BADRULDDIN OIL SERVICES'** is committed to providing and maintaining a safe and healthy workplace for all employees, reducing any impact our operation might have on the environment and providing the information, training and supervision to all employees and contractors needed to achieve this.

Company will take responsibility for Health, Safety and Environment (HSE) procedures; however, employees need to be aware of their responsibilities and comply with the company Health, Safety and Environment policies and procedures.

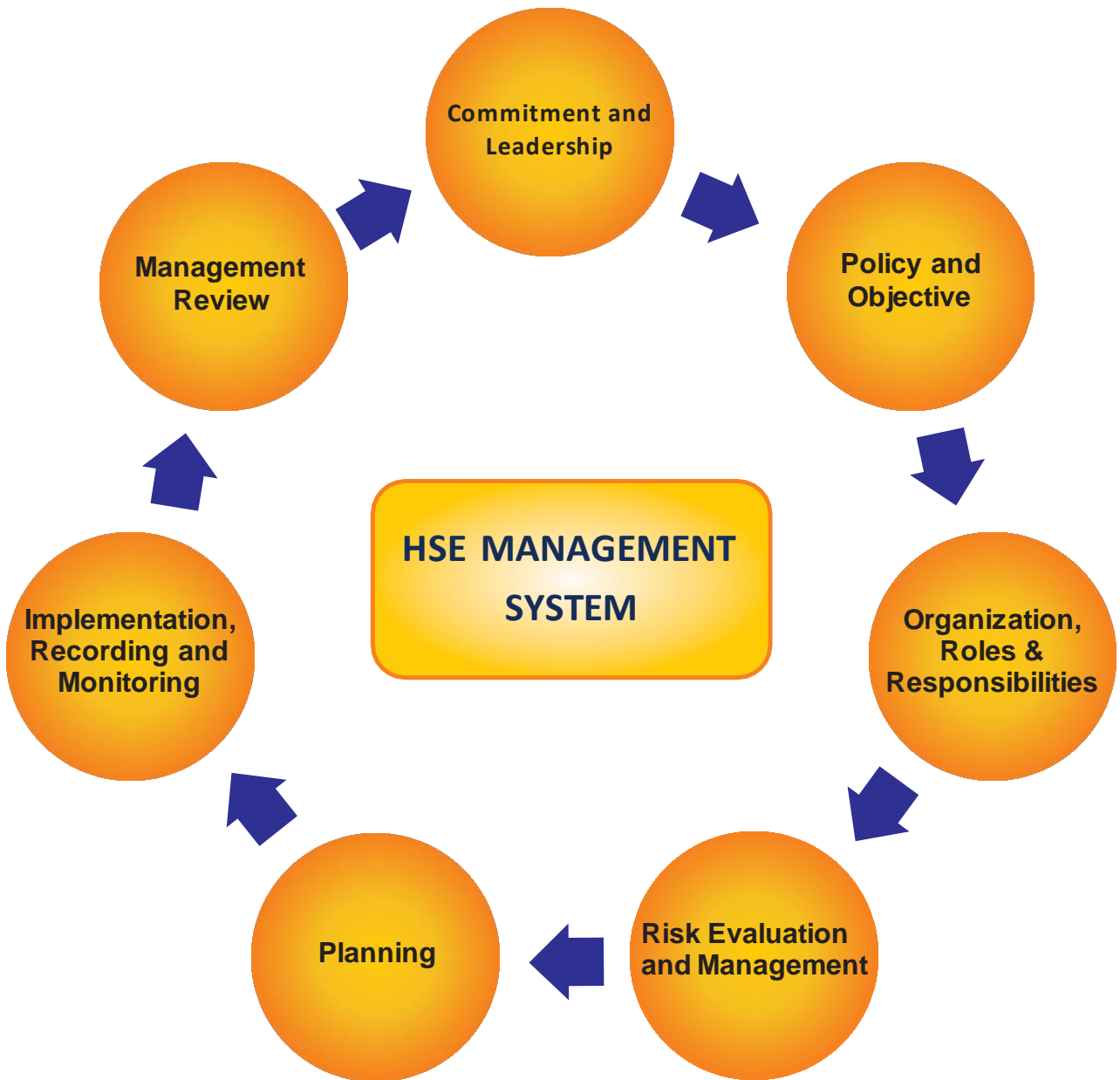
Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace and caring for our environment through:

- Being involved in the workplace Health, Safety and Environment system.
- Sticking to correct procedures and equipment use.
- Wearing protective clothing and equipment as and when required.
- Ensuring all accidents and incidents are reported immediately.
- Helping new employees, trainees, and visitors at the workplace to understand the right procedures and why they exist.
- Telling your manager immediately of any health, safety, or environmental concerns, if any.
- Keeping the workplace clean and organized to minimize the risk of any accidents or mishaps.
- Act responsibly to minimize the damage to the environment, where we operate.

## 2. HSE Management System

**BADRULDDIN OIL SERVICES**, values its employees, contractors, customers and the environment and communities in which we operate and live. We are committed to complying with Health, Safety and Environment (HSE) laws and the voluntary standards to which our organization subscribes. We act on our responsibilities to identify and remove potential and recognized risk to a healthy and safe workplace. To achieve this, we develop and implement HSE management system.

The **BADRULDDIN OIL SERVICES** HSE management system is to support the company HSE Policy and provide the basic guidelines to ensure that the HSE Policy is successfully implemented throughout organization. Below are the key elements of our HSE management system, by which we conduct our operations across the company to ensure that the HSE Policy is successfully implemented.



## 2.1. Commitment and Leadership

2.1.1. Management shall provide strong visible commitment, leadership and personal involvement in Health, Safety and Environment.

2.1.2. HSE policy is reviewed once in every two years by **BADRULDDIN OIL SERVICES** Leadership Team (SLT) and approved by the Chief Executive Officer (CEO).

2.1.3. All the divisions will integrate the HSE requirements into their business and site management systems and standard operating procedures (SOPs).

2.1.4. Management shall make available the resources necessary to achieve our HSE objectives.

2.1.5. Management will understand how they influence the HSE culture within their area of responsibility, demonstrate that HSE issues are important to them, seek to continually improve HSE performance and lead by example.

## 2.2. Policy and Objective

### 2.2.1. Objective

This policy sets out **BADRULDDIN OIL SERVICES**, commitment to providing a safe, healthy environment and experience for its employees, contractors, consultants and visitors. It sets out the minimum requirements to ensure compliance with HSE legislation and related codes of practice and industry standards.

### 2.2.2. Scope

This policy applies to all **BADRULDDIN OIL SERVICES** employees, visitors, consultants, contractors, employees of contractors and consultants, persons employed through labour hire agencies and volunteers.

### 2.2.3. HSE Policy

At **BADRULDDIN OIL SERVICES**, we believe in sustainable development and are committed to effective management of Health, Safety and Environment as an integral part of our business. The health and safety of our employees who may be impacted by the company's operations is of paramount importance and our aim is zero incidents/injury to the employees and minimizing damage to the environment, where we operate.

To achieve aforesaid commitment, **BADRULLDIN OIL SERVICES** will implement systems in its workplace that accord with the requirement of health and safety standards and strive to

2.2.3.1. Comply with applicable national, regional and local Health, Safety and Environment regulations and statutory obligations and other requirements as appropriate.

2.2.3.2. The company develops, implements and maintains HSE management systems aligned with our sustainable commitments and beliefs which are consistent with required standards.

2.2.3.3. We will drive continuous improvement in HSE through setting and reviewing targets, assessing and reporting HSE performance, using appropriate best available practices and providing all employees with appropriate training.

2.2.3.4. Prevent injury and ill health to the company employees and contractor employees by providing a safe and healthy work environment and by minimizing risks associated with occupational hazards.

2.2.3.5. Identify hazards, near misses, assess the risks and implement appropriate controls to protect safety of all personnel involved in our activities

2.2.3.6. The company is committed to managing waste of our operations and safe disposal of same to minimize the adverse effect on the environment.

2.2.3.7. Promote a positive HSE culture within our organization through effective communication, participation and consultations with employees at the workplace.

2.2.3.8. Influence our contractors and suppliers to adopt principles and practices adopted by us and in accordance with our own policies.

2.2.3.9. Communicate with all our stakeholders on the progress and performance of HSE management.

2.2.3.10. The content and robustness of implementation of this policy will be reviewed periodically and revised accordingly and would include sharing best practices throughout the company.

2.2.3.11. We will also measure progress against this policy and review performance on a periodic basis to ensure ongoing management of Health, Safety and Environment.

-----  
Chief Executive Officer

Date:



## 2.3. Organization, Roles and Responsibilities

The HSE guidelines are applicable in every operational area, offices, locations and farms where **BADRULDDIN OIL SERVICES International** operates and must reflect in every employee's behavior toward Occupational Health, Safety and Environment.

In order to ensure that employee health and safety is successfully managed within the organization, the following responsibilities have been allocated.

### 2.3.1. HSE Roles and Responsibilities

#### 2.3.1.1. Chief Executive Officer (CEO):

2.3.1.1.1. The CEO has the overall responsibility for effective implementation of the HSE policy and HSE management system across the entire company.

2.3.1.1.2. Setting targets for HSE performance and improvements for the company

2.3.1.1.3. Include health and safety matters on the agenda of SLT and Town Hall meetings on regular intervals and ensure that follow-up action is reported back to the group and communicated to others as appropriate.

2.3.1.1.4. Reviewing HSE performance and HSE Management System implementation to drive continual improvement.

#### 2.3.1.2. **BADRULDDIN OIL SERVICES** Leadership Team (SLT):

2.3.1.2.1. The SLT is responsible for setting expectations and providing resources for successful implementation of the Policy and HSE Management System within their functions.

2.3.1.2.2. Providing clear definition of all sites and/or activities within their divisions where this system applies, including transient sites, where employees or contractors undertake work or where the company owns plant, property, or equipment.

2.3.1.2.3. Ensure appropriate target setting, communication, and performance monitoring for the respective functions.

2.3.1.2.4. Implementation of leadership requirements specified in the HSE Management.

2.3.1.2.5. Constitute safety committee and provide necessary support for efficient functioning.

### 2.3.1.3. Managers:

2.3.1.3.1. Managers are responsible for implementing the HSE Policy and the HSE Standards in their respective work areas.

2.3.1.3.2. Put the safety and security of themselves and subordinates on the highest priority.

2.3.1.3.3. Ensuring that employees, contractors and visitors are aware of safety procedures.

2.3.1.3.4. Targeting Zero Incident at workplace.

2.3.1.3.5. Targeting minimal impact on environment and setting up and implementing proper discard of the waste material generated from their respective work areas.

2.3.1.3.6. Establishing that all equipment and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.

2.3.1.3.7. Providing adequate training, information, instructions and supervision to ensure that work is conducted safely.

2.3.1.3.8. Assess and identify risks proactively.

2.3.1.3.9. Taking immediate and appropriate steps to investigate and rectify any risk to health and safety arising from the work activity.

2.3.1.3.10. Bring to attention of senior management any health and safety issue that requires their prompt attention.

2.3.1.3.11. Ensuring that all accidents and 'near misses' are properly recorded and reported to the SLT and corrective measures are implemented.

2.3.1.3.12. Act as safety champion for their respective work areas.

### 2.3.1.4. Employees:

2.3.1.4.1. All employees must take personal responsibility and co-operate in preventing harm to themselves, others and the environment.

2.3.1.4.2. Comply with set HSE policies and procedures.

2.3.1.4.3. Promptly report any incidents or near misses in their work area to the supervisor.

2.3.1.4.4. Participate in health initiatives, health check-ups and organizational safety initiatives.



2.3.1.4.5. Co-operate and participate in all the emergency response exercises carried out at the location.

2.3.1.4.6. As a condition of employment, employees MUST become familiar with, observe and obey HSE guidelines and established policies by the company and prevent incidents while at work.

2.3.1.5. Safety Committee:

The primary objective of the Safety Committee is to provide support to enhance the Company's Safety Program. The key responsibilities are.

2.3.1.5.1. Identifying workplace hazards,

2.3.1.5.2. Enforcement of Safety Rules,

2.3.1.5.3. Measuring safety performance,

2.3.1.5.4. Reducing frequency/severity of injuries,

2.3.1.5.5. Creating safety policies / instructions specific to work areas,

2.3.1.5.6. Developing and monitoring safety programs,

2.3.1.5.7. Conducting self-inspections of the workplace,

2.3.1.5.8. Review employee reports of hazards,

2.3.1.5.9. Assist in safety training and

2.3.1.5.10. HSE champions of their functional areas.

The details of Safety Committee Members are mentioned in Annexure I.

## **2. 4. Risk Evaluation and Management**

### **2.4.1. Risk Evaluation**

The risks associated with any existing activity, new activity or change to an existing activity must be assessed. All risks must be reviewed at appropriate intervals. The below steps need to be followed in assessing risks,

- Identify the hazards,
- Identify who or what might be harmed and how,
- Estimate the scale of each risk based on severity and its likelihood.
- Control risk to an acceptable level,

- Regularly review risk assessments to ensure that they are still valid,
- Look ahead – the full consequences of risk may take months or years to appear and
- Make a written record of the findings.

Those involved in risk assessment must have sufficient experience to make valid judgments. If in doubt seek advice from the supervisor.

#### 2.4.2. Risk Management

**BADRULLDIN OIL SERVICES** manages its HSE risks to acceptable levels. The level of acceptable risk is determined by relevant laws and expectations of the company. Regular assessments must be conducted on Health, Safety and Environment including security risks and steps taken to control them to an acceptable level. While making risk management decisions

- Act quickly when an unacceptable risk is recognized,
- Consult the safety committee,
- Decide what precautions or controls need to be in place to reduce the risk to an acceptable level,
- Ensure everyone involved knows how to implement and maintain the required precautions and controls,
- Review decisions to ensure that they remain valid and
- Use incident investigations to improve risk management assumptions and judgments.

### 2.5. Planning

2.5.1. The CEO will set annual HSE target for the company.

2.5.2. Each division shall develop targets for their functions and subfunctions based on the objectives set at company level and considering relevant risk factors associated with their work area.

2.5.3. Where objectives and targets are established, plan(s) will be implemented to ensure that they are delivered. Plan(s) will include designated responsibility for delivery and the means, milestones and time frames by which they are to be achieved.

2.5.4. Objectives, targets and plan(s) will be communicated to relevant stakeholders.

2.5.5. Progress against objectives and targets will be reported to and monitored by SLT.

## **2.6. Implementation, Recording and Monitoring**

Creating sufficient awareness is the first step in implementation.

### **2.6.1. Training**

2.6.1.1. HSE awareness session should become part of new employee induction. All new employees and contractors must be provided with a specific induction appropriate to their needs to ensure an understanding of the site HSE requirements, the hazards they may be exposed to and mandatory rules including emergency response and expected behaviors. This is decided by the respective supervisor.

2.6.1.2. All site visitors require a Business Unit visitor's induction so that visitors understand the rules, hazards and emergency procedures specific to each Business Unit and area of visitation.

2.6.1.3. HSE refresher induction training must be undertaken every two years for all employees and contractors.

2.6.1.4. Specific training shall be based on the needs of individual employees to meet their work and HSE competency requirements.

2.6.1.5. All relevant training records must be retained to demonstrate training attendance and successful attainment of competencies.

### **2.6.2. Implementing**

2.6.2.1. Management shall ensure adequate and appropriate resources are provided to comply with HSE implementation.

2.6.2.2. It is the responsibility of every manager to develop specific HSE guidelines for their functional area depending on the broader guidelines stated in this manual.

2.6.2.3. It is the responsibility of every manager to implement this policy within his or her area of functional responsibility, to lead by example, demonstrating safe, healthy and environmentally responsible behavior and to provide guidance to associates reporting to him or her.

### **2.6.3. Recording**

2.6.3.1. Managers will identify the observations / indicators to be measured and duration to meet the HSE performance and regulatory requirements and get it approved by safety committee.

2.6.3.2. The findings will be recorded in the specified formats at specified intervals.

#### 2.6.4. Monitoring

2.6.4.1. HSE performance of the divisions monitored by respective SLT member at monthly intervals.

2.6.4.2. HSE performance of the company is discussed at quarterly intervals at SLT meeting, and the improvement or corrective actions are initiated if required.

#### 2.6.5. Self-Assessment and Internal Audits

2.6.5.1. Each division conduct the self-assessment against the set HSE management standards at frequencies appropriate to assessed level of HSE risk.

2.6.5.2. Self-assessment results are reported to concerned SLT member and discussed for corrective or improvement actions.

2.6.5.3. Safety committee nominates the internal audit team for different divisions.

2.6.5.4. Internal audit team conducts the audits on the HSE performance of the divisions as per the formal audit process and report the findings.

2.6.5.5. Corrective actions to address non-conformance with these standards are prepared, executed, tracked and their status regularly reported. Corrective actions must have allocated time for completion and responsibility for each corrective action.

### **2.7. Management Review**

2.7.1. HSE management systems will be periodically reviewed (at least every two years or sooner if there is a business need or change in legislation/regulations) to ensure their continuing suitability, adequacy and effectiveness in order to meet the HSE policy.

2.7.2. The review will consider any need for changes to policy and objectives and other elements of the HSE management system, in light of any HSE compliance assessment and audit results, accidents and incident analysis, legal changes, changing circumstances and the commitment to continual improvement.

2.7.3. Reviews, significant findings, and actions will be documented and implemented within agreed timelines.

### **3. General Safety Guidelines**

#### **3.1. Conduct**

Employees are required to work in an incident-free manner displaying accepted levels of behavior and conduct that puts the employee or others at risk or which threatens or intimidates others, should be avoided.

#### **3.2. Housekeeping**

3.2.1. The following areas must remain clear of obstructions:

- Exits,
- Fire extinguishers and emergency equipment,
- All electrical breakers, controls, and switches,
- Eye wash/safety showers and
- Staircases.

3.2.2. Employees are responsible to keep their work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as soon as work is finished must be made a practice.

3.2.3. Keep the caution sign boards while cleaning / repair / renovation works.

#### **3.3. Incident Reporting**

3.3.1. All work-related injuries must be reported to your supervisor immediately.

3.3.2. After each medical treatment resulting from a work-related incident, employees must contact their supervisor and HR to discuss the same.

#### **3.4. Personal Protective Equipment (PPE)**

All PPE must be thoroughly inspected prior to each use. Damaged PPE may not be used at any time. Maintenance and cleanliness of the PPE in use is the employee's responsibility.

Safety glasses – must be worn at all times in designated areas.

Hard hats – must be worn at all times in designated areas.

Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding, performing other jobs viz Seed treatment with chemicals, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.

Respirators/Masks – must be worn at all times in designated areas.

Hearing Protection – is required in areas where noise exposure is more than 85dBA.

### **3.5. Equipment Operation**

3.5.1. Employees must specifically be trained and authorized by the supervisor to operate the following:

Seed treatment machines, power tools, packing machines, seed cleaning machines.

Driving vehicles viz., Tractors, Electrical Stacker, 2 wheeler and 4 wheeler (must possess the valid license).

Handling chemicals.

Pesticides sprays at fields etc.

Working at laboratories.

3.5.2. When operating machines - loose clothing must not be worn, long hair should be tied up and pulled back and sleeves should either be rolled the way down or way up.

3.5.3. Operation of damaged or defective equipment is prohibited. Machine must be turned off and marked and incident must be reported to the supervisor immediately.

3.5.4. Never tamper with, remove, or deactivate machine guards or controls, designed to ensure safe operations. Never reach into an operating machine or moving machine part.

3.5.6. Inspect all ladders prior to each use and only one person is allowed on a ladder at a time.

3.5.7. Never use metal ladders / stool when working on or around electrical equipment.

### **3.6. Hazard Communication and Chemical Handling**

3.6.1. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:

FIRE (red background color) – is the material flammable?

HEALTH (blue background) - is the material dangerous to body?

REACTIVITY (yellow background) - is the material dangerously unstable?

3.6.2. Follow all label instructions for the chemicals – including amount instructions.

3.6.3. Do not mix chemicals unless authorized.

3.6.4. Keep all chemicals in closed containers.

3.6.5. Store all flammable liquids in safety cabinets/cans.

3.6.6. Never use flammable chemicals around ignition sources such as smokers, pilot lights, or arcing/sparking electrical equipment.

3.6.7. Wear required PPE and minimized contact with the chemical.

3.6.8. Do not eat, drink, or smoke while using chemicals and always wash hands after handling chemicals.

### **3.7. Precautions while Handling Pesticides**

3.7.1. Do not purchase leaking containers, loose, unsealed, or torn bags.

3.7.2. Do not purchase pesticides without proper/ approved LABELS.

3.7.3. Avoid storage of pesticides in the house premises.

3.7.4. Never carry/ transport pesticides along with food materials.

3.7.5. Avoid carrying bulk - pesticides (dusts / granules) on head, shoulders or on the back.

3.7.6. Always protect your NOSE, EYES, MOUTH, EARS and HANDS with appropriate PPE while spraying.

3.7.7. Don't blow/clean clogged- sprayer nozzle with mouth. Use old toothbrush to remove the block and clean with water.

3.7.8. Never re-use empty pesticide container for any purpose.

3.7.8. Do not apply pesticides against the wind direction.

3.7.9. Avoid entry of animals and workers in the fields immediately after the spraying.

3.7.10. Left over spray solution should not be drained in ponds or water lines etc. Throw it in barren isolated area, if possible.

3.7.11. Used/ empty containers should be crushed with a stone / stick and buried deep into soil away from water source.

3.7.12. Wash the sprayer and bucket etc., with soap water after spraying.



### **3.8. Field Visits**

3.8.1. Ensure safe passage for entering the fields.

3.8.2. Wear field shoes, avoid wearing sandals during field visits.

3.8.3. Watch the surroundings carefully for snakes or any other harmful insects or sharp structures.

3.8.4. After field visit, wash face and hands thoroughly before having food.

### **3.9. Road Safety**

3.9.1. Only authorized drivers are permitted to operate vehicles deployed for business purpose.

3.9.2. Maintenance of vehicles and keeping them in good order will be the responsibility of the persons authorized to drive the company cars with facilitation by HR/Administration department.

3.9.3. Always check the vehicle particularly before a long trip. It is necessary to check the documents, emergency support and necessities in the vehicle.

3.9.4. In case of four-wheeler seat belts/shoulder harnesses on all seats must be worn whenever the vehicle is in motion. Employee seating at rear seat also needs to wear seat belts.

3.9.5. Helmet wearing is compulsory for two-wheeler driving.

3.9.6. Follow all the traffic rules and regulations while driving a vehicle. This include knowing and following road signs and markings. Obey traffic control devices.

3.9.7. Indicators should be given well in advance. It is strongly recommended that indicator should be given latest 10 seconds in advance.

3.9.8. As a good practice, use M-S-M rule while turning or even changing the lane. M-S-M means Mirror –Signal – Maneuver while changing the course of the journey. The maneuver can commence after Position –Speed –Look of the position of your vehicle.

3.9.9. Never turn the head while talking to fellow passengers. It might take away your attention from the road and delay split second decision.

3.9.10. No unauthorized riders, hitchhikers, etc., are allowed on company vehicles.

3.9.11. Driving under the influence of alcohol or other drugs is forbidden.

3.9.12. The long journey should have regular breaks. For long journey, the driver must stop every 2-3 hours to get convenient body movement. Have a sound sleep if need to go for long drives. Keep it in mind that any deficiency in the sleep cannot be compensated by coffee, drink or any other medicine. If feeling sleepy, do not test your body adversely. Stop driving and park the vehicle at a safe place.

3.9.13. Speaking on mobile phone, texting while driving is strictly prohibited.

3.9.14. Never use mobile phone while filling the fuel. It may be dangerous.

3.9.15. Listening to loud music must be avoided while driving.

### **3.10. Electrical Safety**

3.10.1. Never operate or tamper with the electrical main switch or breakers unless authorized.

3.10.2. All junction boxes, control boxes, connections and other wiring must have covers securely installed to prevent accidental contact.

3.10.3. Inspect all plugs, cords, and portable equipment prior to use.

3.10.4. Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to carryout repairs.

3.10.5. Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.

### **3.11. Fire Prevention Plan**

3.11.1. Smoking is not allowed in any interior area of the building. Smoking is only allowed in designated external smoking areas.

3.11.2. No open flames are allowed within the facility. Contractors performing hot work / jobs (welding, grinding, flame cutting, brazing, soldering, etc.) must contact Admin Officer / site in charge for approval prior to the start of the work.

3.11.3. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact safety committee member for guidance.

### **3.12. Staying Safe**

3.11.1. Report any unsafe conditions or situations immediately to supervisor. In case of suggestions on improving any aspect of safety in the facility, discuss it.

3.11.2. If unsure of how to operate a piece of equipment or complete an assignment, ask for help. Asking for help when unsure reduces the chance of injury.

3.11.13. In case caught in an untoward incident even after office hours or affected by natural calamity like earthquakes and floods, immediately report to the supervisor of your safety.

### **3. 13. Toolbox Talks**

Toolbox talks provide the forum for the Supervisor or the 'Person In Charge' of Work Team to ensure that everyone involved in the activity fully understands the tasks, hazards involved, hazard control measures to be employed and procedures to be followed. Depending on the risk associated with the work area decide the frequency of toolbox talks.

## **4. Guidelines for Emergency Situations**

Follow the below guidelines in case of emergency situations to stay safe and to prevent any injury.

- Stay calm and follow the guidelines,
- Know the emergency contact numbers (Annexure II),
- Know where the emergency exits are located and use the closest exit,
- In the event of any emergency, do not take elevators, use the stairs and
- Do not hesitate to call/alert safety committee members if you believe that an emergency is occurring.

### **4. 1. Evacuation, due to Fire or Other Emergencies**

4.1.1. Employees will be notified of a fire or other emergency either by the fire alarm system or by a public-address system.

4.1.2. Upon notification, employees should immediately evacuate the building using the closest stairs. Never use elevators in case of fire.

4.1.3. Immediately after exit from the facility assemble near the designated assembly point for headcount. Each manager will complete the headcount as per present employee attendance.

4.1.4. The employees should resume to work only after the clearance from the site in charge or safety committee member.

### **4.2. Medical Emergency**

4.2.1. Upon discovering a medical emergency, call relevant emergency contact no.

4.2.2. Call the relevant Location Admin officer / Manager and report the nature of the medical emergency and location.

4.2.3. The affected person should be taken immediately to nearest medical care facility for the further treatment.

4.2.4. Maintain first aid kit in each location.

## **5. Office Safety Guidelines**

5.1. Running in offices must be prohibited.

5.2. Employees should not attempt to carry stacks of materials that are high enough to obstruct vision.

5.3. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.

5.4. Proper attention should be given to the act of ascending or descending stairs.

5.5. Fall hazards can be prevented through good housekeeping in the office. Spilled liquids should be cleaned up promptly, and loose objects and broken glass should be removed when first noticed.

5.6. Poor sitting habits can also lead to falls. Sit with proper posture to maintain good ergonomics and to prevent from falling down.

5.7. Employees using lounges and eating areas should follow good housekeeping and safe operating procedures to prevent exposure to microwaves and burns from hot plates and coffee makers.

5.8. When leaving for meetings or leaving finally for the day, ensure that the air conditioning, lights, fans, heaters of the office are switched off for the time the office is not occupied.

5.9. Visitors may only enter the office building or company premises after checking with the reception/gate security and receiving a visitor's tag.

These rules / guidelines are established to help employees stay safe and injury free. Violation of the above rules or conduct that does not meet minimum accepted work standards, will result in disciplinary action against the employee.

When working at remote locations like production fields, farms etc., employees are required to follow the above rules and work in a manner that reflects positively on the company's reputation.

## Annexure I

### BADRULDDIN OIL SERVICES SAFETY COMMITTEE

S No	Name	Department	Member
1.	Mr. Badrulddin Khtab	Top Management	Lead
2.	Mr. Ahmed Mohamed	Production	Member
3.	Mr. Nuraldeen Ahmed	Processing	Member
4.	Mr. Jamal Algeriany	QA	Member
5.	Mr. Ahmed Saad	Sales	Member
6.	Mr. Mohmaed Najm	Transportation	Member
7.	Ms. Asma Abdulraham	Administration	Member
8.	Mr. Jallal Mustafa	Operation	Member
9.	Mr. Osama Al Hadad	Legal	Member
10.	Mr. Ahmed Abdullah	Technical Advisor	Member

## Annexure II

### Emergency Contact Numbers

S No	Name / Particulars	Contact Number
1.	Mr. Bader Aldeen Khatab	091-376-4203
2.	Mr. Ahmed Mohamed Mustafa	092-487-9560
3.	Mr. Eyad Yahya	092-731-1829
4.	Mr. Abdulmenam Jebaly	091-426-4456
5.	Mr. Ahmed Saad	091-367-6063
6.	Mr. Mohamed Turbil	092-595-4007

