



# HEALTH, SAFETY AND ENVIRONMENT (HSE INDUCTION)

*“Getting it Right”*



# HSE INDUCTION

- HSE Goals
- Office Safety & Ergonomics
- HSE application in vendors facilities
- Personal Health & Safety
- Fast Feedback System



# HSE GOALS

- Maintaining & Implementing effective procedures and processes to minimize hazards & risk and to create a better working environment
- Maintaining personal health & safety
- Improving quality of working life & the environment
- Improving worker performance & morale
- Tracking legal and regulatory HSE changes and ensuring changes are implemented.



Partners In Quality

Project Management – Vendor Inspection / Expediting – Quality Assurance



# Office Safety & Ergonomics

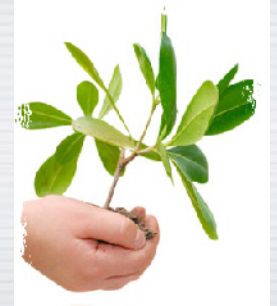
- Identify, assess and remove any potential hazards
  - All Electrical appliances
  - Cutting appliances, cables, desks, chairs, shelving
- Office Ergonomics
  - Correct posture and work equipment positioning
  - Locate any heavy objects on shelving at best position (anthropometric requirements).
  - Lifting actions
  - Carpal Tunnel Syndrome from repetitive motion
- Emergencies
  - Fires, fire extinguishers, alarms
  - First Aid, Medical & Police Situations



# Environmental Responsibilities

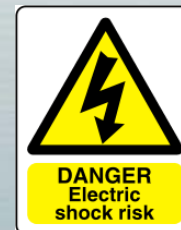
Responsibilities practiced by the company offices are;

- Use of paper from sustainable forests and recyclable paper & packaging
- Re-use of paper by printing on both sides as far as possible
- Effective use of Hard & Software to minimize printing.
- Separation of paper, plastics and metals for recycling
- Use of non-pollutant cleaning chemicals
- Use of energy saving devices
- Use of low ozone emission printers and non CFC emission devices
- Ensure office environmental conditions; temp. humidity, noise & lighting are at best case levels to lessen effects on personnel performance & long term health




# HSE application in vendors facilities

- On arrival at vendor's workshop make yourself fully aware of the vendor's HSE requirements.
- If vendor does not have HSE management system in place mention in your report.
- Ensure you have all appropriate protective equipment (PPE) required for the job at hand, if not ask vendor to provide to you.
- Observe speed restrictions in plants, work sites & quay sides.
- Remain within marked walkways
- Be aware of all activities going on around you, and potential hazards such as overhead cranes, forklift trucks, welding, etc.
- When witnessing testing follow precisely all instructions given by vendor personnel Remain observant at all times, note and report any incidents of concern



# Personal Health & Safety

- Have regular check ups made of your health and your eyesight to ensure you are fit to work.
- Ensure your vehicle is properly maintained at all times
- On long car journeys take regular breaks of at least 10 minutes and walk briskly around your car
- Do not start long journeys after completing long working days
- Do not use mobile phones without appropriate hands-free equipment while driving 
- Hotels – Be aware of your surroundings, note emergency exits, evacuation instructions, location of fire extinguishers, be on the look out for poorly maintained gas water heaters and ensure ventilation.



# Fast Feedback System

- Make suggestions for HSE improvement.
- Share lessons learned
- Report all HSE non-conformances observed within your workplace or within the vendors workplace.
- Plan ahead. If your activities require too much work & travel time on one day request approval for overnight or consider alternative travel arrangements (train, plane)
- Keep us informed of your state of health and ability to complete your assigned activities

