




شركة بركاء لتحلية المياه ش م ع م
Barka Desalination Company SAOC

**Title: HEALTH, SAFETY AND ENVIRONMENT
MANAGEMENT PLAN**

Reference: HSE-BDC-02

Summary: This HSE Management Plan is provided to detail the requirements and responsibilities of persons within the BDC Head Office, which will ensure, as far as is reasonably practicable, the health and safety of all staff and visitors and protection of the environment.

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1 INTRODUCTION

1.1 Objective

This document brings into effect the requirements of the Health, Safety and Environment (HSE) management plan applicable to Barka Desalination Company S.A.O.C. (BDC) Head Office in Muscat (BDC Office).

The objective of this plan is to ensure that all staff and visitors working in the BDC Office are aware of the arrangements for ensuring the safety and health of themselves, their colleagues, and visitors.

This document has been produced for compliance by all staff and visitors within the BDC Office. This document does not replace local legislation, regulations and codes of practice set out by the relevant Governmental authorities. In case of any conflict, the legislation, regulations, or codes of practice shall always prevail.

1.2 Scope

The scope of this document is specific to BDC and will identify interactions with other business units where applicable.

HSE at Barka Independent Water Project (IWP) site is managed in accordance with the Integrated Management System (IMS) Plan (P-IMS-001-003) by Suez L.L.C. (O&M Contractor), during the operation phase. This document excludes the scope of the IMS Plan at Barka IWP site.

1.3 Information of BDC Office

The BDC Office covers all employees working at Barka Desalination Company SAOC. It is in Building no:1022, Way no :1013, Qurum, Muscat.

The BDC Office is located at the 1st floor of the Building. The BDC Office is leased from a local landlord (Ministry of Defense) and the Building maintenance is managed by Edara Real Estate LLC. The Smoke detectors, fire extinguishers and alarms have been installed in the building. There is one exit at the 1st floor. The two lifts and one stairway, which lead to the ground floor, are accessible from all floors of the building.



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1.4 Definitions

Terminology Definition

HSE Policy	A document which provides the commitment of the company in achieving the health & safety of persons and the protection of the environment.
Incident	An undesired event that has cause or could have caused damage, death, injury, or ill health.
Near Miss	an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation.
Accident	An incident which results in injury to someone or damage to property.
Hazard	Is anything that has the potential to cause harm.
Hazardous Event	Occurs when someone interacts with a hazard and harm results.
Risk	the possibility of something bad happening, and it involves uncertainty about the effects/implications of an activity with respect to something that human's value, often focusing on negative, undesirable consequences.
Reasonably Foreseeable Risks	Sufficiently likely to occur such that a person of ordinary prudence would take it into account in reaching a decision.
First Aid Treatment	A treatment provided to any person by a nominated First Aider due to an injury or condition that occurred in the workplace as a direct result of a work activity during the work period.
Medically Treated Incident	An injury or condition that, after consultation with a First-Aider, requires treatment from a Health Care Professional at a specialist facility due to an injury or condition that occurred in the workplace during the work period, after which the injured party returns to work.



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Terminology Definition

Occupational Lost Time Accident (LTA)	An incident which results in a worker being unavailable to work, whether scheduled to work or not, for one or more subsequent days or shifts (i.e. excluding the day or shift when the accident occurred) due to injury or ill health sustained at BDC Office. In cases where the worker works the next day or shift but is subsequently absent within the next 7 days, as a direct result of the injury sustained or ill health caused, the accident should be counted as a Lost Time Accident.
Safety Defect	A problem that exists in a safety equipment or any item in the building that poses an unreasonable risk to the staff safety.
Reactive Indicator	Information given on the outcomes of the past actions.
Employee Occupational Fatality	An occupational accident is counted as a fatal accident when a death, related to the original accident, occurs on the day of the accident or within 365 days of the accident.



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2 REFERENCES

2.1 Royal Decrees

The main regulatory documents are applicable:

- Labor Law (RD 35/2003).
- Law on handling and use of chemicals (RD 46/1995).
- Promulgating Civil Defense law (RD 76/1991).

2.2 Ministerial Decrees

The main regulatory documents are applicable:

- Occupational health and safety for establishments governed by the labor law (MD 286/2008).
- Occupational health and industrial safety precautions (MD 19/1982).
- Regulations for the Civil Defense measures (MD 21/1993).



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3 HSE POLICY

BDC has issued and communicated a policy which lays down its intentions to comply with legal and standard requirements as minimum, to ensure, as far as is reasonably practicable, the health and safety of its employees and any other person who may be affected by its undertaking, including the environment.

The policy shall be approved by the Board of Directors of BDC and signed by the CEO and will be reviewed Annually or when business changes require. It was communicated as follows:

- Approved by Board of Directors and signed by CEO.
- Annual review, update, and distribution to relevant stakeholders.
- Presentation to all employees.
- Framed and posted at strategic locations in the office.

The policy is attached as Annex 5.

3.1 Roles & Responsibilities

Overall responsibility for the health & safety of all personnel within BDC rests with the Board of Directors. The Board of Directors assign this responsibility to the CEO for the purposes of the day to day running of the business with the direct assistance of individual Line Managers.

The most significant health, safety, and environment responsibilities of BDC are summarized below:

3.1.1 BDC Chief Executive Officer CEO

- Has overall responsibility for the management of HSE protection.
- Delegates specific responsibilities for the management of HSE protection to appropriate personnel/staff.
- Ensures staff are competent to perform their duties and responsibilities.
- Reviews the HSE Plan on a regular basis with the Management Team.
- Ensures that adequate finance and resources are available so that a standard is attained, which satisfies legislative and corporate requirements.
- Draws up the company HSE policy, objectives and targets taking into account the requirements



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of the company's HSE policy and legislative requirements.

- Designates certain staff to fulfill this HSE Plan.

3.1.2 All Staff

- Perform their duties with due safety diligence for and other persons who may be affected by their actions of work.
- Get advice from their Line Manager or within the guidance of this document.
- Contribute to HSE initiatives of the company.
- Report accidents, incidents, near misses, safety defects, deficiencies in systems of work, procedures, plans and standards to their Line Manager and/or the Project Engineer / CEO as soon as they are noticed, or at the first available opportunity.
- Cooperate with BDC in all matters relating to health, safety, and environment issues.
- Be satisfied that their own safety and the safety of others within their area of controlled is maintained.
- Respect the company's policy and procedures for safeguarding HSE.
- In absence of CEO, Project Engineer take HSE responsibilities at BDC Office.



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4 COMPETENCE AND TRAINING

4.1 Competence

The Project Engineer is IOSH certified. The finance team is Fire Safety trained. Some employees in BDC Office are first aid and fire safety trained.

4.2 Training

The HSE trainings will be provided to the BDC staff by 3rd Party Organizations. Once a BDC staff completes the required training, the staff should present internal presentation to the rest of the staff and the Management (if required).

4.3 HSE Induction

All employees joining BDC, either on a temporary or permanent basis, must complete the HSE induction given by the Project Engineer (or delegate). This induction will include information about the BDC description, HSE policies, emergency evacuations, on what the employee should do in the event of an emergency, what to do if they require first aid and what to do if they identify an unsafe act or condition.

All visitors to BDC must report in the first instance to the reception desk where they will be recorded as a visitor to the BDC Office. The host from BDC employee will be responsible to guide the visitor.



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5 MONITORING

5.1 HSE indicators

Process Indicator	Description	Frequency	Target
Safety Walks	Monitor the level of safety within the workplace and identifies areas of improvement.	Quarterly by one employee	
Firefighting Equipment	Monitors and assesses the suitability of emergency firefighting equipment at BDC Office.	Semi-Annually	Ready to use
Emergency Evacuation Drills (by Building Management)	Ensures that emergency arrangements are adequate and that all persons are aware of their responsibilities in the event of an emergency.	When required (As per Building Management)	
Vehicle Servicing & Safe Driving	To ensure road safety, the vehicle to be periodically serviced as per requirement (including tire pressure check) by all employees for their personal / company assigned vehicles. Usage of mobile phones during the driving to be strictly prohibited. Hands free must be used for unavoidable calls.	Permanent	Zero road accident
Health & Safety Awareness	Perform HSE Inductions/awareness.	Quarterly	
Improve Health Lifestyle	Advice BDC employees in health lifestyle improvement hacks.	Quarterly	
Periodical Health Check for all Employees	Ensure that all employees are doing periodical health check to monitor their health. The responsibility with each employee.	Biannually	



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6 INCIDENT INVESTIGATIONS, REPORTING & FOLLOW-UP

6.1 Incident Investigation

It is vital that accident scenes remain undisturbed until an investigation has been conducted. The CEO or the designated person investigates any office related accidents. The main reasons for conducting an accident/incident investigation are:

- To Not apportion blame.
- To address causes so that similar accidents may be prevented.
- To determines the point at which “unplanned” events took over from the “planned” sequence of events.
- To recommends corrective action that should be taken.

6.2 Incident Reporting

All accidents/incidents on the BDC Office related works must be reported to CEO as soon as practicable. The CEO/Project Engineer shall review the accident/incident reports and ensure that all recommendations and corrective action has been carried out. The Admin Officer shall keep the accident/incident reports and the consequent recommendations and actions.

6.3 Records

A final written investigation report shall be prepared and submitted by Project Engineer.

6.4 Incident Report Follow-up

The causes or background of all incidents shall be investigated to take the necessary actions to prevent the repeat of the same accidents and to make the safer workplace.

The follow-up of the necessary actions shall be checked by CEO/Project Engineer.



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HEALTH, SAFETY & ENVIRONMENT POLICY

As an integral part of Barka Desalination Company business philosophy and values, we are committed to providing a Safe and Healthy workplace to our employees and stakeholders and protecting the Environment.

To achieve this, we shall:

- ✓ Incorporate HSE considerations in the company's business processes.
- ✓ Minimize adverse environmental impacts associated with our activities.
- ✓ Control industrial risks within the Barka IV IWP site.
- ✓ Conserve natural resources, minimize waste generation and environmental emissions and ensure proper disposal of waste.
- ✓ Encourage active involvement of all employees, contractors and stakeholders, empowering them to identify Health and Safety hazards at site.
- ✓ Promote "just and fair" culture to encourage the reporting of all incidents and near misses in order to learn, analyze, prevent occurrence.
- ✓ Impart structured training and augment resources for enhancing HSE performance.
- ✓ Encourage transparent communication, consultation and collaboration with employees, contractors and stakeholders in open manner wherever appropriate.
- ✓ Encourage and monitor the EPC/O&M contractor including subcontractors at site to establish best HSE management system and practices at Barka IV IWP site during operation phases.
- ✓ Ensure compliance with HSE rules and regulations at site and office by all our employees, contractors and stakeholders.
- ✓ Ensure compliance with statutory and other applicable requirements as per local legislation and sponsors guidelines.
- ✓ Communicate this policy effectively to all stakeholders and report our performances in an honest manner; and
- ✓ Constantly encourage, review and update our Health, Safety and Environmental management and emergency response plan to uphold improvement.

Patrick Thienpont
CEO

Date: 5th March, 2020