WTS Energy

People for Oil, Gas and New Energy. Globally.

Section 6 - Health and Safety Rules



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1. INTRODUCTION

This document describes the basic precautions to be taken and the rules to be followed by every employee of WTS Energy. It identifies the processes and procedures which are followed to ensure that a safe working environment is provided to all the employees of WTS Energy.

2. OBJECTIVES

We ensure commitment towards the following objectives:

- Preventing all known dangers that can lead to personal injury, sickness and material damage
- Providing awareness and training to all employees concerning the possible workplace risks
- Ensuring that personnel understand the importance of using Personnel Protection Equipment (PPE's) and to make such use mandatory

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3. POLICY: 'QUALITY, HEALTH AND SAFETY'

2.1 Policy Statement

WTS ENERGY is the leading People Supply and Outsourcing Service company operating in the global, Oil and Gas industry. The sourcing and provision of highly skilled engineers and managers and managing entire workforces for our Clients is our core business.
The technical specialists and the skills of our internal staff make WTS Energy what it is.

We often work in remote locations and emerging countries and we will operate in every country where we work in a correct, administrative complete and legally compliant manner. WTS seeks an optimal balance within its processes whereby applicable legislation, health, safety, quality, training and motivation form the basis elements.

WTS Energy staff and Consultants are mostly working on our Clients premises, operations, fields, rigs, plants and facilities.

Depending on the project requirements and discussions with our Clients, WTS Energy Consultants are asked to follow our Clients HSE Systems, the WTS Energy systems, or a combination of the two.

WTS Energy has set the highest priority set for:

- The protection of staff, consultants and third parties against personal injury and aid in maintaining good health
- The avoidance of environmental and material damage during the execution of company activities.
- Compliance with the law
- Compliance with Client's HSE Systems, WTS Energy HSE Systems and/or a Combination of both.

In the WTS Energy HSE policies and Safety Rules, one will find detailed Oilfield operations HSE guidelines, covering the majority of Operations our Clients involve us in.

Project specific HSE regulations and systems will be communicated to WTS Energy Staff and Consultants when the assignment starts.

On behalf of WTS Energy



Frederik Rengers
CEO

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GENERAL TERMS OF EMPLOYMENT, INFORMATION AND INSTRUCTION

All personnel who work for WTS Energy are provided with instructions at the commencement of the (project) work, which include;

General Instruction: New Staff members meet the WTS Energy Organisation and receive information about the organisation, health and safety, including these WTS Energy Health & Safety Rules. This instruction is recorded in the in/out service personnel checklist.

Specific Project Instruction: New consultants receive, prior to the commencement of the work, information about the WTS ENERGY Organisation. The relevant Account Manager will provide project specifics relating to the consultant's tasks and provide a brief of the basic health and safety policies that would be expected by the client. Additionally, Consultants receive a specific work instruction from the client. Operations Dept. will verify the effectiveness of this instruction within 2 weeks and will record their observations.

Language Skills: All Staff working at WTS ENERGY must have adequate command of the English language.

Tool Box Meetings: It is mandatory that WTS Energy Consultants attend clients Tool Box Meetings when applicable to their job function.

Project Meetings: Project information and work meetings by the client must be attended by Consultants.

Coordination: The QHSE Coordinator is responsible for coordinating the Quality, Health, Safety and Environmental aspects within the WTS Energy organisation.

Personnel Employment Terms: The employment terms as agreed between WTS Energy and personnel are valid together with these WTS Energy Health & Safety Rules. Special and individual conditions as may be agreed in writing are attached to the employment terms as an addendum.

4. LEGAL OBLIGATIONS AND RESPONSIBILITIES

Employer: The employer must take adequate preventive measures to protect the health and safety of personnel and other persons (such as visitors, customers and neighbours).

Employees: Personnel must perform work in a safe and careful manner to avoid danger.

In particular personnel are required to:-

- use equipment and dangerous materials in the proper and prescribed manner
- use and store Personnel Protective Equipment (PPE) in the correct manner
- use correctly and not remove or change installed safety guards
- cooperate with provided instructions and HSE measures
- report observed dangerous situations to line management and the QHSE Coordinator

Personnel are permitted to stop work in the event of an immediate danger.

5. WORK AND REST PERIODS

The work and rest periods for ***Staff*** personnel normally are:

A 40 hour working week from Monday to Friday from 09:00 to 17:30, inclusive 30 minutes lunch break. A minimum of 24 days vacation and taken as approved by management.

The work and rest periods for ***Consultants*** are:

Subject to the requirements of the project client and stated in the client-consultant contract and/or work order.

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6. GENERAL COMPANY RULES

The HSE Regulations as directed by the client, and where the project work takes place on client property, take precedence over the WTS Energy Health & Safety Rules. On commencement of any assignment, Consultants must become familiar with the Client's valid rules/instructions.

Workplace related instructions

Every company workplace and the activities carried out there will bring specific risks.
Everyone entering and working in this area must make themselves familiar with these risks for his/her own personal health and safety. Personnel must pay attention to work instructions and induction that they understand the applicable rules and regulations of the client. Personnel should always ask when in doubt, take part in safety meetings and always know the workplace escape routes and ensure that good lighting is available.

Housekeeping in the workplace

WTS Energy demands high standards of housekeeping to maintain a safe working environment.
Make use of the provided washing, smoking and eating areas. Keep the workplace and cars clean. Storage and disposal of rubbish must be carried out in strict accordance with the (legal) regulations. Make use of the separate rubbish containers for different materials.

Medicines, alcohol and drugs

The use of certain medicines and of alcohol and drugs brings with it risks in the execution of the work. As an example; medicines that contain the warning “can have a negative affect on the ability to react”.
Use of such drugs should be reported to WTS ENERGY and to the client as applicable.
See Companies Drug & Alcohol Policy for Companies expectations and requirements.

Young personnel

For young personnel additional rules should be followed. This is necessary due to the limited work experience and physical and emotional development of this category of personnel. Young personnel must not:

- work without supervision with dangerous materials (such as machinery, lifting equipment etc);
- work in enclosed spaces;
- work with dangerous chemicals/materials.

Sexual harassment, aggression and violence

Avoid contact with aggression, violence and sexual harassment and report all incidents of such incidents to the WTS Energy nominated member of staff such as QHSE Coordinator. It is mandatory, that all reports made are held in strict confidence.

Older personnel

Older Personnel (over 55) should take extra precautions when performing heavy physical work.

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Women up to the age of 40

Pregnant women must avoid physical and strenuous work. Furthermore, precautions should be taken by pregnant women with respect to the exposure to x-rays, which can have a negative effect on the health of the mother and child.

7. EDUCATION AND TRAINING

WTS Energy's staff personnel that have a need for additional training and qualifications should discuss this with their line manager.
WTS Energy's consultants may also be able to obtain an amount of reimbursement for a certain course or training if it is considered that this satisfies the wishes of the client.

8. ACCIDENTS AND INCIDENTS

Reporting: Accidents and incidents on a **project** should be immediately reported to the line management or client according to the applicable project procedures.
The WTS Energy QHSE Coordinator must also receive a copy of each accident report.
Accidents and incidents in the WTS Energy office should be recorded on an Accident Report and reported to the QHSE Coordinator in accordance with the procedures. As appropriate these will be reported by the QHSE Coordinator to the authorities.
First Aid incidents should also be reported.

- The term serious accident means:
  A sudden event, in connection with the execution of the work, with immediate fatal or serious bodily injury, major environmental damage or major material damage. It is a legal requirement to report serious accidents to the authorities within 24 hours.
- The term accident means:
  A sudden event, in connection with the execution of the work, with immediate bodily or personal injury, environmental damage or material damage. Where personal injury occurs these should be reported relating to those which are Lost Time accidents and those which are not.
- The term incident or near-miss means:
  A sudden event, in connection with the execution of the work, where bodily or personal injury, environmental damage or material damage *could have or nearly* occurred, such as unsafe situations and unprotected works. Near-misses should also be reported.

9. WORKPLACE RISKS (HEALTH AND SAFETY PROTECTION FOR VARIOUS TASKS)

Working with computers and screens

Working with computers and screens could, in the long term, cause health problems if the working situation is not suitably modified. To ensure a good working situation the following measure should be adhered to:
Sit correctly in an upright position with table and chair at the correct working height and with the keyboard flat on the desk.
The screen should be adjusted correctly to avoid reflections and placed at a minimum distance of 50cm. Vary PC work with other activities (e.g. every 2 hours a 10 minute break from PC work).

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Working with ladders

Always check that the ladder cannot slide. Make sure that the whole body remains within the width of the ladder at all times and that the ladder is long enough and protrudes at least one meter above where access is required. Avoid carrying tools while climbing but hoist these up separately. When leaving the workplace remove the ladder or ensure that it is safely secured at the top.

Working with scaffolding and lifts

The planks of the scaffolding must be complete and closed and with an upright plank on the sides. All planks should be secured against being lifted by the wind. Scaffolding lifts must be fitted with a break on all wheels and personal lifts must not be moveable across the ground. Supplier's instructions must be followed and railings should be placed approx 1 meter above the work floor and with a railing in-between as much as possible. Hoses, cables etc. above a height of 2.5m must be secured. The assembly and dismantling of scaffolding and lifts must be performed with the supervision of a certified expert.

Working with telescopic platforms and other such equipment

The control of such equipment is only permitted by persons of 18 years of age or older that have sufficient experience with the equipment. It is forbidden to leave a loaded and elevated platform and it must be possible to control the equipment from more than one place. Every high platform has a sign with maximum number of persons and maximum weight shown. This should at all times be clearly visible. Working with loads in wind conditions over force 6 is not allowed.

Working in enclosed spaces

Never enter **alone**, without a work permit, an enclosed area (tanks, vessels etc).
Always check if the necessary tests have been carried out for the presence of gasses, explosive mixtures, dangerous materials and oxygen levels. Check the correct working of ventilation. Be aware of the danger of rapidly declining oxygen levels in small enclosed spaces. Never work in such areas without the use of a manhole watchman.

Working with electrical equipment

In accordance with the legal requirements of NEN 3140, it is obligatory to have all electrical hand tools inspected annually. Compliance is shown by dated approval sticker. If the approved sticker is out of date the equipment must not be used.
Do not use damaged equipment, which should be reported to the line management for repair and re-inspection or replacement. Use only equipment which follows the International Safety Standards.
In enclosed spaces never use equipment with more than 42 Volt AC.
The opening of switch gear cabinets, tracing of electrical faults and earthing/fuses removal may be performed only by suitably qualified electrical fitters. Electrical cable reels must be completely unrolled.

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Working at heights

An approved scaffolding must always be used above 2.5 meters. Never use ladders/lifts where the inspection sticker shows an expired date or which are damaged and always make use of installed brakes.
Never work on a roof in strong wind and **always** wear a harness.

Safe hoist work

Check first if the hoist is in good service and if it is certified.
Cranes may **only** be operated by authorised persons of 18 years old and over and outdoor cranes only by trained crane drivers.

Safe lifting by hand

Always use a forklift truck or other lifting equipment for loads above 25 kg. When lifting, put the legs slightly apart and the back as straight as possible. Bend the knees and stretch the arms when lifting and take care that the load rests on the palms and not the fingers.

Storage and disposal of waste materials

The storage and disposal of waste materials must be in compliance with the valid legal regulations. Make use of containers for segregated waste streams.

Traffic Safety (forklift trucks and company vehicles)

Vehicles must be in good working order and perform regular quality checks. Speed limits must be complied with, also at the client's premises.
Forklift drivers must be in possession of a valid licence.
It is forbidden to use persons as counter weight and when the forklift is in a loaded state and with forks raised all other persons must be well clear. Never use the forklift as personnel lift.

Working with flammable gases (welding and cutting)

Gas bottles should be placed when possible in bottle racks and with fire extinguishers available. They should always be stored upright and when not in use outside and in separate storage container. Always protect from direct heat, avoid corrosive influences and store under cover. Check the bottle pressure, weight and inspection date, and use **only** for the intended use and never use damaged bottles.

Working with machines and other equipment

Operate in accordance with the manufacturer's instructions and after adequate instruction from a qualified person. Use PPE and safety guards in the correct way and where applicable wear safety glasses. Turn off machines after use.

Working in the workshop

Keep marked walkways clear and unobstructed. Control panels and fire fighting equipment must always remain accessible.
Keep floor surfaces clean and non-slippery and clean up spilled oils and grease.
To avoid the chance of entanglement, personnel should remove rings, armbands, watches and chains. More than 1 liter of flammable liquid or gasses per m2 is not permitted. Look

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out for other personnel when swinging hand tools in use. Always clear away tools immediately after use and keep the workplace clean and tidy.

Chemical products

Symbols are used on all chemical packing to indicate the danger. Only work with materials where the symbol is known. In case of doubt ask the supervisor for the chemical data sheet.

Low Temperatures

To avoid the chance of frozen limbs, personnel should always wear the appropriate clothing to protect themselves against the cold, such as thermal clothing, insulating boots, gloves, and head gear.

10.CHEMICAL WARNING SIGNS



Irritant (Xi)



Poison (T) en (T+)



Flamable (F) en (R10)



Corrosive(C)



Oxidant (O)



Explosive (E)

11.USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE'S)

The essential PPE's will be available with the supervisor as required under the client's procedures. WTS Energy shall ensure availability of such PPE's when these would not be present. The following table shows few examples of PPE types to be used under different cirumcstances:

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Injury Risk's \ PPE's	Harness	Work	Safety boots/shoes	Work gloves	Life Jacket	Traffic Reflector Vest	Safety Helmet	Face prot./breathing app.	Ear defenders/protection	Safety Glasses
Head injury from falling object							✓			
Noise > 80 dB (A)									✓	
Sharpening, welding, blasting and presence in immediate area.		•		•		•		•	•	✓
Breathing in of dangerous products e.g. during welding, For the protection of the air passages: Filter masks or gas mask.								✓		•
Hand injury from sharp instruments/tools and sparks.		•	•	✓						•
For injury from tools and nails.			✓							
Bodily injury from dirt and dust.		✓								
Falling injury from working at height.	✓									
Drowning from falling above water					✓					
Working on public roads						✓				
Working with freezing equipment				•				✓		

✓ = **mandatory** • = **recommended**

USE THE PRESCRIBED PPE's:



Eye Protection



Safety Helmet



Ear Defenders



Breathing Apparatus



Gloves



Safety/Work Boots

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12.SAFETY PASSPORT

All offshore workers, and as required by the client onshore workers too, must be in possession of a Safety passport as issued by the offshore safety training institute after successful completion of the accredited safety course
Ensure that the correct qualifications, course and medical examination information is registered by Operations Dept.

13.EMERGENCY SITUATIONS AND EMERGENCY PROCEDURES

Despite all preventive measures, the possibility exists that something can happen. Therefore it is necessary that everyone knows and understands the rules in the event of an emergency.
An emergency procedure (with escape routes) must be posted in a clearly visible location on every floor of the building for personnel to see.
WTS Energy has a First Aid/Fire warden in place to take charge in the event of emergencies and to ensure correct application of the Emergency Procedures.

What to do in the event of a fire

- stay calm, take care of personnel safety;
- warn colleagues in the vicinity;
- call Fire Department report fire, give name and location;
- arrange the evacuation (evacuation plan);
- extinguish the fire if possible;
- close doors and windows.

What to do in the event of an accident

- look out for existing danger;
- check what happened/extent of injuries;
- take care of casualty;
- arrange expert assistance;
- call Police Department to report accident, give name and location;
- look after casualty at the place of the accident.

Emergency at the Project Location

- in the event of an emergency at a project location the client HSE coordinator must be advised;
- when entering the workplace for the first time always check the location for evacuation routes, telephones, fire extinguishers, First Aid kit and the Emergency Procedures;
- if you think that you can extinguish a fire report it first and then fight it;
- warn the First Aid/Fire warden;
- call Fire Department to report accident, give name and location;
- make use of escape routes, emergency exits;
- report to the assembly point and don’t leave unless given permission or release;
- follow the instructions given by the HSE coordinator or client;
- in case of gas leakage move up-wind;

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- during major emergencies report to the WTS Energy QHSE Coordinator that you are safe.

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WTS ENERGY
Incident Investigation, Corrective Action & Preventive Action



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1. INCIDENT INVESTIGATION

WTS Energy has established a procedure to record, investigate and analyze incidents in order to:

- Determine underlying QHSE deficiencies and other factors that might be causing or contributing to the occurrence of incidents;
- Identify the need for corrective action;
- Identify opportunities for preventive action;
- Identify opportunities for continual improvement;
- Communicate the results of such investigations;
- Track action items to completion.

Reference Document

- WTS Energy - Incident Reporting and Investigation.

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2. PREVENTIVE ACTION

Preventive actions shall be appropriate to the effects of the potential problems. Identification of significant Aspect-impacts / Hazard-Risks allows Worldwide Technical Services to identify preventive actions.

Reference Document

- WTS Energy – Corrective Action and Preventive Action Control.

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APPENDIX 1 - INCIDENT REPORTING FORM

Incident Reporting Form

Use this form to report any workplace accident, injury, incident, close call or illness.
Return completed form to the Operations Supervisor, or Management.

This is documenting an:

☐ Lost Time/Injury ☐ First Aid ☐ Incident ☐ Close Call ☐ Observation

Details of person injured or involved (to be filled in by person injured / involved if possible)

Person Completing Report:_____ Date:_____

Person(s) Involved:_____

Equipment or Truck ID:_____

Event Details

Date of Event:_____ Location of Event:_____

Time of Event:_____ Witnesses:_____

Description of Events (Describe tasks being performed and sequence of events):

_____

_____

_____

_____

_____

*If more space is required please use the back of this sheet

Was event / injury caused by an unsafe act (activity or movement) or an unsafe condition (machinery or weather)? Please explain:

_____

_____

TO BE COMPLETED ONLY IF LOST TIME/INJURY OR FIRST AID WAS REQUIRED	
Type of injury sustained:	
Cause of lost time/ injury or first aid:	
Was medical treatment necessary?	Yes_____ No_____ If yes, name of hospital or physician:

Signature of Employee:_____ Date:_____

Signature of Supervisor:_____ Date:_____

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APPENDIX 2 – CORRECTIVE AND PREVENTIVE ACTION FO

SAMPLE ONLY

CPA No:	Environmental incident ☐	Nonconformity from audits ☐	Suggestion for improvement ☐	From compla parties ☐
Category	Document control ☐	System failure ☐	Wrong instructions ☐	Training ☐

Raised by:	**Assigned to:**	**Date:**
Description:		
Proposed immediate action (correction):		
Completed by:	**Date:**	**Remarks:**
Root cause analysis required: Yes ☐ No ☐		
Underlying / root cause:		
Determined by:	**Date:**	**Remarks:**
Proposed action for long term solution (corrective/preventive action):		
Completed by:	**Date:**	**Remarks:**
Comments on effectiveness of action taken:		
Closed out by:	**Date:**	**Remarks:**