CORPORATE HEALTH, SAFETY, SECURITY, ENVIRONMENTAL & QUALITY POLICY STATEMENT

It is the policy of Ramps Logistics Limited to ensure that our work is performed in the safest manner possible while continuing to meet our customer expectations. We believe that Health, Safety, Security, Environmental and Quality (HSSEQ) is not what is written in a manual but rather the overall culture of the Company. Directors, Team Leaders and Employees display this culture through their personal behaviours, decisions and actions demonstrating to everyone that HSSEQ IS A CORE VALUE TO OUR COMPANY.

The management of Ramps Logistics Limited believes strongly in the following basic values:

- Nothing we do is worth getting someone hurt
- Health, Safety, Security, Environment and Quality is everyone's responsibility
- Every work-related injury/illness can be prevented
- Health, Safety, Security, Environment and Quality can be managed

Ramps Logistics is a FAMILY, to this end we will:

- F - Foster the continual growth of our HSSEQ culture and performance through the establishment, implementation and maintenance of Safe Systems of Work throughout all operations.
- A – Assist in the development of our employees, contractors, suppliers and stakeholders by promoting Awareness of our HSSEQ Policy and encouraging their commitment and responsibility in HSSEQ performance.
- M - Maintain open communication and dialogue with all stakeholders affected by and that have an effect on the Company's operations.
- I - Integrate our Health, Safety, Security, Environmental and Quality (HSSEQ) Management System into all our processes and services to prevent, control and minimize pollution sources, ill health and potential risks derived from the Company's activities and continuously improve our performance
- L - Legally comply with the legislation of the countries in which we operate, while strictly adhering to professional ethics, acting with the highest integrity and honesty in all our relationships.
- Y – Conduct Yearly reviews of our HSSEQ Management System to determine the effectiveness of our policies and procedures and identify areas for improvement moving forward.

In the midst of a global pandemic, we understand that the level of protocols required to both prevent and respond to the impact of COVID-19 not only affects our Ramps Family but that of all our stakeholders. As such our Company remains committed to the preservation of health and safety even if it means going above and beyond to ensure.

Heads of the FAMILY: Our Leadership team shall lead by example, maintaining to the highest standards of Health, Safety, Security, Environmental and Quality, while staying committed to all legal and applicable requirements to ensure customer satisfaction as far as reasonably practicable.

Safety is not simply a legal requirement; it is a moral responsibility.

RAMNARINE RAMPERSAD
EXECUTIVE CHAIRMAN

8th July 2022
DATE:

SHAUN RAMPERSAD
CHIEF EXECUTIVE OFFICER

8th July 2022
DATE:

DOCUMENT	DEPARTMENT	PROCEDURE NO.
MANUAL	HSSEQ	RL-AL-MP-HSSEQ-001-008

Health, Safety, Security, Environmental and Quality Management Systems Manual (HSSEQ Manual)

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1.0 Leadership, Commitment and Policies

1.1 Scope and Operations

Ramps Logistics Limited is a Supply Chain Management company specializing in Customs Brokerage and Freight Forwarding Services including consultancy, shipping, transportation and clearance from all major ports of Trinidad and Tobago by air and sea.

1.2 Policies and Statements

Ramps Logistics Limited (Ramps) develops and implements company policies based upon principles laid out in health, safety and environmental legislation, governmental guidance and industry best practice.

At Ramps we are committed to:

- Identifying hazards and controlling risk
- Developing and implementing safe systems of work
- Providing safe work conditions and equipment
- Preventing all incidents
- Establishing arrangements for reporting and investigating incidents
- Emergency response planning
- Assuring competence and training of staff
- Providing safe handling and transport of harmful substances
- Preventing harm to the environment
- Employee consultation on HSSEQ management and performance
- Reviewing policies at regular intervals
- Legal compliance with all relevant legislation at all times

These policies when complied with raise workplace standards and enhance the awareness among all who work for and with us, including those who might be affected by activities we carry out.

The following are the Policies and Statements that are the core of the business operations at Ramps and which are expected to be understood and implemented by all levels of the workforce.

1.2.1 HSSEQ Management Policy

Document No.: RL-TT-HSSEQP-001-004

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RAMNARINE RAMPERSAD
CHIEF EXECUTIVE OFFICER
8th July, 2022
DATE

SHAUN RAMPERSAD
CHIEF OPERATING OFFICER
8th July 2022
DATE

ISSUE DATE: 27TH JUNE 2017 REVISION DATE: 3rd July 2021 REVISION #: 0005

SUBSTANCE ABUSE POLICY STATEMENT

RAMPS Logistics Limited is committed to maintaining a safe and productive work environment at all locations and worksites. To further this goal, the company adopts this policy for a drug and alcohol-free work environment.

Compliance with this policy is a condition of employment, as the company will not assume any risk created by the presence of drugs, alcohol and controlled substances in the workplace.

Contractor and Client Companies are required to have in place a similar policy of commitment to a drug and alcohol-free workplace.

1. The use, sale, transfer or possession of illicit drugs or controlled substances without prescription on Company property or work sites is strictly prohibited. This Provision applies to all employees on Company-paid travel time and while conducting Company business on someone else's property.
2. The use, sale, transfer or possession of alcohol on any company property or work site is strictly prohibited. This prohibition and that contained in item 1 above apply to Company vehicles, as well as private vehicles on Company property or work sites.
3. Any employee being at work under the influence of alcohol, drugs or controlled substances is strictly prohibited. No employees will be permitted to remain at work when performance is affected by alcohol, drugs or controlled substances.
4. Where appropriate and permitted by law, testing will be utilized to determine the presence of alcohol, drugs or controlled substances. This includes Pre-Employment, Random, "For Cause" and Post Incident Testing.
5. The Company reserves the right to conduct searches or inspections of an employee and his/her personal belongings for cause or as part of a general inspection as a means of enforcing the provisions of this Policy. Such searches or inspection may include but may not be limited to, for example, employee's personal effects, lockers, desks, lunch boxes, purses, brief-cases and private vehicles located on Company premises or work sites.
6. Any visitor or employee of a contractor found in violation of this Policy will be refused entry to or removed from Company premises.
7. Violation of this Policy may result in disciplinary action up to and including discharge.
8. Any and all exception(s) to this policy must be approved by the Ramps Logistics Chief Operating Officer or Chief Executive Officer in writing and in advance of any such exception(s) being taken.

RAMNARINE RAMPERSAD
CHIEF EXECUTIVE OFFICER

8th July, 2022
DATE:

SHAUN RAMPERSAD
CHIEF OPERATING OFFICER

8th July 2022
DATE:

ISSUE DATE: 27TH JUNE 2017 REVISION DATE: 3rd July 2021 REVISION #: 007

1.3 Work Refusal Policy

The work refusal policy is intended to address hazard identification and risk assessment. It is the policy of this company to allow workers to refuse work under the conditions listed below.

An employee may refuse to work or do particular work under the following circumstances:

- When any machine, plant device or thing he/she is to use or operate is likely to endanger him/her.
- When the physical condition of the work place or the part therefore, in which he/she works or is to work is likely to endanger himself/herself.
- When any machine , plant, device or thing he/she is to use or operate or the physical condition of the work place or part thereof in which he/she works or is to work is in contravention of this act or the regulations made under it or such contravention is likely to endanger himself/herself.

1.4 Waste Management Policy

It is the policy of this company to ensure the environmentally sound management of its hazardous wastes or other wastes. The company will take all practicable steps to ensure that hazardous wastes or other wastes are collected, transported and disposed of in a manner which protect human health and the environment against the adverse effects which may result from such wastes.

This company is committed to the implementation of its waste management policies whereby all significant forms of generated waste are accounted for and tracked from its generation to its disposal.

The company will ensure that all personnel are trained and that all procedures identified in the company's waste management program are followed.

1.5 Emergency Response Policy

Ramps Logistics Limited is committed to:

- Identifying potential incidents and emergency situations that can arise out of its operations.
- Preventing and mitigating the impacts that might result from these identified situations.
- Responding to incidents and emergency situations when they do occur by the development and implementation of appropriate emergency response procedures.

1.6 Hazard Identification/ Reporting and Control Policy

It is the policy of this company to identify hazards and implement procedures so that unsafe acts and conditions are detected as soon as possible and mitigating measures are established.

Hazards are defined as anything that has a potential to cause harm to personnel, damage to equipment or property. Hazards need to be identified in order to reduce the likelihood of any harm being done to personnel, damage to equipment or property, i.e. to decrease the risk, where risk is at an acceptable level or mitigated. (Chance or probability of loss.)

Decreasing or mitigating the risks therefore decreases the probability of incident occurring that may in turn; affect the health and safety of employees, the public, or resulting in damage to property and/or environment.

1.7 Purchasing Policy

It is the policy of Ramps to ensure that purchasing for HSSEQ goods and services is considered at a strategic, tactical and action level.

It will include specifics for contracts and contractual obligations with other partners, contractors and sub-contractors, vendors and suppliers.

It should also include ensuring that good quality goods and services are obtained for personnel and operations.

1.8 Quality Policy

It is the policy of Ramps Logistics Ltd to ensure that the business functions within a quality environment and at levels of excellence. The HSSEQ Management Systems Manual is structured in the International Systems Organisation framework for delivering quality goods and services, for maintaining optimum levels of performance and for ensuring that continuous improvement is considered as an integral part of planning at a strategic, tactical and action level.

The core of our best practice programs is an effective, quality assurance system which is integrated into our business practice. The Company has developed and implemented an Integrated Management System. The system is based on the framework of ISO 9001, ISO 14001 and ISO 45001. It is designed to ensure that customer requirements are understood by all employees involved and are met on every occasion.

The model and steps for growth and development is integrated into our approach for doing business. The plan, do, check, act cycle will serve to guide and inform the path to building a satisfied customer and stakeholder base and fostering firm partnerships at a local, regional and international level.

1.9 Business Ethics and Corporate Governance Policy

Ramps Logistics Ltd functions as part of a global environment and it is our policy to respect and abide by International and National financial laws and regulations. Our Business Ethics and Good Governance Policy forbid certain payments and practices that will not be in conformance with best practice within the financial and economic discipline. It also requires the Company maintain accounting records which accurately reflect our transactions. This Policy should be taken seriously be all employees. All company activities shall be conducted in full compliance with applicable laws and regulations

It is the Policy of Ramps Logistics Ltd that each of our employees, agents, representatives, vendors and other third parties including Sub-Contractors that work with Ramps comply with Anti-Bribery, Fraud and Money Laundering laws where Ramps does business. These practices are strictly prohibited regardless of foreign practice or customs.

No Ramps employee, Agent, Representative, Vendor or other third party with which Ramps works shall make any payment or provide anything of value to any person in order to improperly influence that person to secure any advantage including obtaining or retaining business, or directing business to any person or entity. It is also our policy to keep records and accounts in reasonable details to accurately reflect any transactions of the Company and its partners. Any contracts must be in writing and reviewed by Management before execution.

2.0 Organisational Responsibilities and Accountabilities

Employees of Ramps Logistics Ltd are to become familiar with their roles, responsibilities and accountabilities. Senior Management will attend training sessions and participate in meetings both internal and external to the Company to understand, formalize and implement HSSEQ Systems to meet the requirements of local legislation and recommended HSSEQ Standards. When necessary, external resources shall be sourced and provided.

Employee roles, responsibilities and accountabilities shall be communicated to them on recruitment and on signing of the Contract. The Department Manual will be made available to employees for them to become familiar with Company's expectations.

Each employee shall participate in an orientation with a brief quiz to confirm understanding of expectations. Responsibilities will be reviewed and revised on an annual basis and will be conducted as part of the Performance Appraisal System.

2.1 Chief Executive Officer

The Chief Executive Officer is ultimately responsible for the Company's HSSEQ performance and the safety of all personnel within the organization. He shall ensure that all personnel who manage and are involved in operations comply with the HSSEQ aspects of the Programme.

Duties include:

- To know, understand and apply the company's HSSEQ Policy and all relevant legislation.
- To monitor the targets and objectives of the HSSEQ Program through liaison with the HSSEQ Manager.
- To monitor departments and projects and hold them accountable for their individual HSSEQ Programmes.
- To ensure that all necessary resources are provided for the effective implementation of the HSSEQ Program
- To conduct routine leadership visits at all facilities and external sites.
- To attend and participate in environmental, health and safety meetings.

2.2 Operations Director/ Operations Team Leader

The Operations Director and Operations Team Leader are responsible for the Company's HSSEQ performance and the safety of all personnel within the organization. They shall ensure that all personnel who manage and are involved in operations comply with the HSSEQ aspects of the Programme.

Duties include:

- To know, understand and apply the company's HSSEQ Policy and all relevant legislation.

- To monitor the targets and objectives of the HSSEQ Program through liaison with the HSSEQ Manage.
- To monitor departments and projects and hold them accountable for their individual HSSEQ Programmes.
- To conduct routine leadership visits at all facilities and external sites.
- To attend and participate in environmental, health and safety meetings.

2.3 HSSEQ Manager & HSSEQ Officer

The coordination of the Company's HSSEQ programme shall be the responsibility of the HSSEQ Team Leader and HSSE Officer.

Duties include:

- Advise and make recommendations about Health and Safety to all Team Leaders and personnel in the Company;
- Monitor the overall safety programme and assisting with the identification of the critical areas
- Manage and comply with local industry specific safety and environmental reporting requirements
- The HSSEQ Manager shall be the management representative responsible for all quality management issues.
- To provide information in the form of instructions, training and orientation programs to Team Leaders and Employees in order to ensure the proper implementation of the HSSEQ Management Systems.
- Keep management informed of the safety performance of the various divisions and recommend appropriate actions to improve performance
- Develop and implement safety training programmes
- To conduct routine leadership visits at all facilities and external sites.

2.4 Team Leaders

Although the success of any safety programme requires the combined efforts of Management, Team Leaders and Employees, the Team Leader is the key man. It is the degree to which the Team Leaders applies the intent of the programme and the principles of safety that governs the success of this programme. Health and Safety is an area of mutual interest between the Team Leaders and Employees, and the Team Leaders must lead the way in developing the HSSEQ programme. Some of the Team Leader's responsibilities are:

- Accountability in all aspects of health and safety relevant to his/her operation through demonstration and leadership;
- The delivery of adequate health and safety instruction/induction to each and every new employee;

- Ensuring that all employees understand that the violation of established safe work practices is the violation of company rules;
- The promotion of proper use and care of protective equipment on each job;
- The prompt reporting of all injuries within (1) hour to the HSSEQ Manager or designated Site HSSEQ Coordinator/Representative;
- The conducting of routine health and safety inspections of his/her area for unsafe conditions, also ensuring the proper use and maintenance of protective equipment;
- The initiation and forwarding of all necessary incident reports to the HSSEQ Manager or designated Site HSSEQ Coordinator/Representative such as: Incident Reports, Near Miss Reports, Unsafe Conditions etc.
- Administer and report to Management on the status of workers compensation claims and property damage insurance claims- specific to Accounts Team Leader

2.5 Team Members

Ramps Logistics Limited's Management and Team Leaders expect the individual employees to implement and cooperate in every respect with the Company's HSSEQ Management Systems so that the day-to-day operations may be carried on in such a manner as to ensure the health and safety of himself, his fellow employees, client and Company property. Therefore, each employee is charged with the following responsibilities:

- Observe all health and safety rules and regulations;
- Stop all work if any unsafe conditions exist or unsafe practices are observed
- Report any unsafe conditions or practices to your Supervisors and/or Team Leaders;
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor and/or Team Leaders once there is any doubt;
- Wear and use all safety equipment required to ensure the safe execution of the specific job
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor and/or Team Leaders;
- Cooperate during incident investigations so that the incident causes can be determined and corrective action taken; and
- Tag and Report any and all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

2.6 Sub-Contractors

Ramps Logistics Limited's management and Team Leaders expect the Sub-Contractor to cooperate in every respect with the Company's HSSEQ Management Systems so that the day-to-day operations may be carried on in such a manner as to ensure the health and safety of himself,

his fellow employees, and Company property. Therefore, each Sub-Contractor is charged with the following responsibilities:

- Reporting directly to the HSSEQ Manager upon arrival in order to be:
  - Properly Identified
  - Informed about who they must see for HSSEQ Review and Liaison/coordination purposes
- Observe all HSSEQ rules and regulations;
- Having adequately trained personnel for the job;
- Stop all work if any unsafe conditions or practices are observed
- Report any unsafe conditions or practices to HSSEQ Manager;
- Know how to perform jobs assigned and perform them properly;
- Do not undertake any job you do not understand – ask your immediate Team Leaders once there is any doubt;
- Wear and use all safety equipment required to ensure the safe conduct of the specific job;
- Participate in safety/ toolbox meetings;
- Be a part of Risk Assessment and J.S.A. meetings;
- Report all incidents and injuries immediately to the HSSEQ Manager;
- Cooperate with the HSSEQ Manager when injury and incident investigations are being conducted so that the incident causes can be determined and corrective action taken;
- Report immediately any and all defective tools or equipment to your immediate Team Leaders.

2.7 Visitors

Ramps Logistics Limited's Management and Team Leaders expect visitors to cooperate in every respect with the Company's safety programme so that the day-to-day operations may be carried on in such a manner as to ensure their safety and the safety of the Company's property.

Therefore, each visitor on Project-Based Sites is charged with the following responsibilities:

- To be signed in and read the company's induction card
- Will be required to wear a visitor's badge during their visit and return the badge when leaving the building
- Following the instructions of the site Team Leaders or company escort
- Shall be familiarized with Ramps Logistics Limited's Emergency Response Program
- Shall be familiarized with restricted areas at the company's facility
- Shall always be accompanied by someone within the Company

Ramps Logistics shall ensure that multiple critical positions are not held by one (1) person. It is the responsibility of Management and Human Resources to ensure adequate staffing for critical positions to be held by competent personnel. Additionally, succession planning shall be engrossed

within the company to allow lower level employees to temporarily or permanently hold critical positions in the event of unforeseen occurrences.

REVIEW:

HSSE responsibilities and accountabilities will be reviewed and revised on an annual basis or at a different frequency if necessary. This will also be linked to the performance appraisal system for Employees and the Award and Recognition Programme.

3.0 HSSEQ Legislation and Other Requirements

The Company shall comply with all relevant local, regional and international industry specific regulations.

3.1 HSSEQ Legislation and Industry Compliance

Ramps will identify applicable legislation, including current and pending legislation by:

- Networking with:
  - Regulatory bodies
  - Chambers of Commerce
  - Trinidad and Tobago Bureau of Standards
  - Ministry of Trade, Industry and Commerce
  - Customs and Excise Agencies
  - Food and Drug Division
  - Forestry Division

- Reading Gazette Notices

- Attending and participating in Seminars and meetings within the Industry business and commerce fora.

To ensure compliance a process for conducting internal and/or external audits annually will be implemented.

The Company considers the following recognized agencies' and organizations' regulations, guidelines and additional materials relevant to the Company's operations:

- Occupational Safety and Health Act 2006 (OSHA)
- Environmental Management Act 2000 (EMA) and associated rules and regulations
- Trinidad and Tobago Bureau of Standards (TTBS)
- Other Legislation and Regulations as identified on the Legal Register

The Company shall comply with relevant local and international HSSEQ regulations. All staff and sub-contractor employees will also be required to adhere to these regulations in conjunction with the Company's HSSEQ Management Systems.

i. The company will always conduct operations within the legislative framework.

ii. Where legal requirements exceed internal standards, the company will adopt the legal standard.

iii. Whenever the company becomes aware of any legislative non-compliance, we will act quickly to bring the company back into compliance.

iv. Legal requirements for HSSEQ are seen as the minimum acceptable standard for the company.

The Company shall also comply with relevant local and international customs, brokerage, freight-forwarding and shipping regulations. All visiting vessels will also be required to adhere to these regulations in conjunction with the Company HSSEQ Programme.

3.2 HSSEQ Standards

The following HSSEQ Standards will be adopted and implemented by the Company:

- Trinidad and Tobago Bureau of Standards (TTBS)
- American National Standards Institute (ANSI)
- National Institute of Occupational Safety and Health (NIOSH)
- Institute of Occupational Safety and Health (IOSH)

The Company's HSSEQ Management System will customize and follow the International Standards Organisation (ISO) framework and structure for Management systems with respect to Health, Safety, Security, Environment and Quality

4.0 Planning, Goals, Objectives and Targets

Senior Team Leaders who have leading responsibilities for HSSEQ are involved in HSSEQ planning for business operations and are also influence by market needs and opportunities. Planning for HSSEQ is accomplished through scheduling and participating in strategic business planning and management review meetings.

Targets and goals are communicated to site team leaders and resources identified, recruited and contracted with to achieve corporate goals and targets. Where necessary HSSEQ consultant and professionals will be included in the Management review meetings and assist with setting measurable goals and targets. Measurable corporate goals and targets will be documented and communicated to staff at their meetings.

5.0 HSSEQ Aspect, Risk Assessments and Impacts

The Company shall identify and document Health, Safety, Security and Environmental risks in order to prevent and control the risk. As a minimum, the risk assessment will include consideration of the following:

- Nature of work
- Location of work
- Potential for exposure to worksite hazards
- Potential consequences of incident (environmental, legal, or delay in operations).
- Simultaneous Operations

In some cases the risk, hazard, potential emergency situations or consequence can be identified by observations. In other cases, measurements such as noise level monitors or gas detectors may be necessary to determine the level of risk. Emphasis will be placed on areas of operations or procedures that are identified as having the potential for greatest severity.

Routine procedures will be documented and communicated to employees in order to be proactive in the approach to incident management.

Risk Matrices shall be developed for health and safety and environment and shall include potential impact, severities and aspects.

5.1 Process for Conducting Risk Assessments

Risks shall be controlled through a process for identification, assessment and analysis and elimination, mitigation and control.

Risk shall be identified through:

- Conducting business and operational assessments
- Conducting task-based risk assessments
- Conducting site inspections
- Conducting incident analysis

These exercises will be conducted with the participation of different levels of staff as appropriate. Strategic assessments will be conducted with the involvement of senior level participation, site and task-based work will be conducted with the participation of field clerks and team members.

Ramps functions as part of a multiple entity team on the Ports and at client's sites. The risk assessment process for client sites is governed by those clients. With Clients' HSSEQ systems taking precedent on clients compound. Agreement on specific criteria and conditions is reached through the stakeholder meetings.

When Ramps is the site controller on a site or project and where necessary risk assessment resources shall be sourced and provided where appropriate. Energy -based clients provide risk assessment specialist for their sites.

Risk Assessment Requirements:-

a. The risk assessment documents will indicate how long they are valid for;
b. The documents are to be removed from the register once the validity has expired.
c. Alternatively, the risk assessment process may allow for the risk assessment to be reviewed by a competent authority that will make any changes in the risk assessment that are relevant and record the details of the review.
d. The risk assessment process will allow for a risk assessment document to be reviewed and updated once every twelve months.
e. The risk assessment process will require a review of the risk assessment if site conditions change or if the circumstances under which the risk assessment was carried out change significantly.
f. The company does not carry out their higher risk activity at work sites we do not control. If this situation arises, the Managing Director and/or Operations/ HSSE Director or Team Leader must communicate with Client or Port personnel to ask for assistance in following the risk assessment process to be used. Where required, Ramps personnel will attend specific training in those processes.

5.2 Critical Activities and Processes

Critical activities and/or processes are defined as activities/processes that have potential to result in adverse or severe impact to the Health, Safety, Security and Environment of people and business operations. It can also significantly affect delivery of cargo to customers and the quality of their cargo and goods and services.

Ramps process for identifying critical activities will be addressed through conducting the strategic risk assessment and pre-job HSSEQ reviews and will include client and stakeholder involvement to identify appropriate measures and implement safe procedures.

The Critical activities identified during the development of the HSSEQ Management Systems by HSSEQ personnel for Ramps operations have been identified as follows:-

1. Loading / Offloading of Vessels (Rigging & Lifting)
2. Loading / Offloading of Transport Vehicles (Rigging & Lifting)
3. Transport of goods and cargo
4. Clearance at Ports and Client Sites
5. Freight delivery to be issued for client collection
6. Functional IT systems
7. Processing of documents at various agencies (e.g. TTBS, Trade etc.) and customs offices (Site dependent)

5.3 Critical Personnel:

Ramps Logistics shall ensure that multiple critical positions are not held by one (1) person. It is the responsibility of Management and Human Resources to ensure adequate staffing for critical positions to be held by competent personnel. Additionally, succession planning shall be engrossed within the company to allow lower level employees to temporarily or permanently hold critical positions in the event of unforeseen occurrences.

Personnel have been identified as critical personnel for Ramps operations in accordance with the company's organization structure / chart and these include the following:

- Chairman
- Chief Executive Officer
- Department / Segment Heads
- Managers / Team Leaders
- Supervisors
- HSSEQ Team Member

a. Ramps has a system in place that identifies the critical personnel in our organization
b. and resumes of the critical personnel contain information to explain the qualifications and experience that makes them suitable persons to be appointed to the critical position they hold.
c. The Human Resources Department and the relevant Team Leader will verify the qualifications and resumes of the individuals on staff.
d. He/She will also assure that qualifications are commensurate for the job and are an accurate reflection skill, competence and knowledge required to perform the work.
e. The nature of operations of the company determines the internal criteria required by critical position holders. This will be set prior to selection and will be matched to the qualifications and resumes of the critical personnel employed.

6.0 Competency and Training Process

Competency and Training is an essential part of the Company's HSSEQ Management System. It is Company policy that all employees shall be provided HSSEQ training appropriate to their job functions. The responsibility for the staff training is that of the HSSEQ Manager. The HSSEQ Manager will assist in HSSEQ training matters.

The Company shall provide:

- Training to cover all levels of staff;
- A system for the identification of training needs;
- A training matrix with relevant topics;
- Analysis of special training needs;
- HSSEQ refresher training on a periodic basis.

6.1 Needs Assessment

In order to effectively assess the training needs of the organization and to adequately provide resources to ensure optimum skill levels and employee competencies to perform their jobs, an overall Needs Assessment shall be conducted on a periodic basis.

The Needs Assessments shall include a review of the following:

- Current and pending legislation e.g OSHA and EMA
- The Business Strategic Risk Assessment
- The Company Statistical and Incident Data
- Other mandatory courses as required by the Industry

6.2 Training Matrix

A training matrix shall be developed to determine the requirement for specific external training programs based on the job title / position of specific employees. Training shall also be determined based on emergency response requirements for first aid personnel and/or fire wardens. Training can include but not limited to:

- Fire Safety / Emergency Warden
- First Aid
- Defensive Driving

6.3 HSSEQ Orientation

All new and contract employees shall receive an HSSEQ orientation which includes familiarization with the HSSEQ Procedures Manual. This orientation programme is supplemented with Company's' HSSEQ training which is appropriate to the level of employment.

The orientation shall provide employees with basic practical understanding of the Company's HSSEQ requirements, the general hazards and risks, and incident and emergency procedures that apply to their specific work location.

Employees shall be required to attend all HSSEQ meetings pertinent to their area of operations. A Team Leaders shall conduct the HSSEQ meeting. The contents, date and attendance shall be documented on a Company safety meeting roster form.

a. All induction processes will provide the employee with:

   i. An overview of the organization's HSSEQ policies and procedures with emphasis on the specific areas that relate to the new employee's area of work

   ii. The safety philosophy of the organization. (That incidents can be prevented, must be reported, employee is responsible for their own safety in support of management's overall responsibility for providing a safe place of work)

   iii. The nature of any local, national or organizational rules and the disciplinary process for violating them

   iv. The role of supervisors and management in supporting HSSEQ policy and procedures

   v. The rules for wearing of PPE

   vi. The rules for reporting of all incidents no matter how trivial

   vii. Fire and other relevant emergency procedures

   viii. Welfare and amenities provision

   ix. Arrangements for consultation with employees on the HSSEQ aspects of the working environment.

6.4 New Employee Identification (Shorebase/Field)

All new employees are required to wear green stickers on their helmets for a period of three months. This is to identify all employees who are unfamiliar with the site and the hazards associated with it. After three months have elapsed employees shall no longer be required to wear green stickers as they would have completed their probation period.

6.5 First Aid

Employees shall be trained in First Aid and CPR as determined by the Needs Assessment and appropriate for their job. Refresher training shall be provided bi-annually. The Company shall undertake to maintain an acceptable stock of first aid supplies and equipment for emergency use. This shall be the responsibility of the HSSEQ Manager.

6.6 Fire Fighting

Employees shall receive training in Fire Fighting techniques and equipment to address the fire safety concerns at the Company's facility as determined by the Needs Assessment and appropriate to their jobs. Refresher training shall be provided tri-annually.

6.7 Defensive Driving

The Company supports and encourages defensive driving. All employees required to drive a Company vehicle shall be required to participate in a Company sponsored defensive driving course. Refresher training shall be provided tri-annually.

6.8 Training Resources

External Training resources will be assessed for accuracy. Potential resources will be required to submit proposals and profiles which will be reviewed by company management for quality and certification. References will also be required.

Internal training resources shall be determined based on personnel qualifications, experience and knowledge on specific subject matter. For example; HSSEQ officers conducting internal safety trainings.

6.9 Course and Participant Assessments

Training effectiveness should be assessed through post-course quizzes, training feedback and other training resources or facilitator recommended approved methods.

On the job performance will also be an indicator and recorded through the performance appraisal system.

6.10 Refresher Training

Refresher training shall be conducted based on the specific topic and course. A review of legislation and Industry requirement will also inform refresher training programmes. Employees shall be scheduled for re-certification as required.

6.11 Retraining:

Employee retraining shall be conducted following an employee's return to work (Fit-to-Work) after his/her involvement in an accident. The training topic will be based on the nature of the incident. Records of the training shall be documented and maintained by the HSSEQ Department.

6.12 Personal Protective Equipment:

Personal Protective Equipment (PPE) is usually the last level of control in the hierarchy of controls. Where determined by the risk assessment process and Client requirements, PPE shall be provided by management for use on-site. Employees are required to be trained in its use, care and maintenance and are expected to utilize the specific PPE as per task, job, port and Client rules.

This includes but is not limited to the following: -
Helmets, Safety Shoes, Safety Glasses, Gloves, Reflective Vests, Ear Plugs, Respirators.

Respirators:-

Training shall include:

a. Requirements for use of respirators and/ or breathing air where required
b. Immediately Dangerous to Life and Health (IDLH) and Toxic Environments
c. Limitations of using respirators and/ or breathing air
d. Purpose of the alarms on the breathing air systems (Contractor requirements, if needed)

Training on this topic must be part of a respirator programme that includes fit testing on the respirator as well as medical fitness for use of a respirator or self-contained breathing apparatus (SCBA). (This is mandatory for this type of risk).

Contractors are expected to have similar systems in place and similar provisions and expectations for their employees.

7.0 Communication

Ramps Logistics Ltd will obtain feedback from Client organisation with the aim to continually improve services and maintain levels of excellence. In order to meet client's needs and assess performance, key management principals will continue to network with key stakeholder organisations including community groups, state agencies and clients to provide and receive performance data, expectations and to set goals and targets.

This will be achieved through attending association meeting and participating in industry, regulatory and business seminars.

Key management personnel will attend Client meetings at their invitation to discuss performance and expectations.

7.1 Meetings

Regular HSSEQ meetings shall be held at all Company work sites in accordance with Company policy. The frequency of the meetings will be contingent upon the particular activity or risk, and/or client requirements. Tailgate meetings will be held before the start of each shift for Project-Based Sites, and whenever the work process changes significantly. Routine HSSEQ meetings will be conducted at least once weekly.

7.2 Email Notices

Email method shall be used as one means to communicate HSSEQ information throughout the Company.

7.3 Notice Boards

Notice Boards shall serve to notify employees who do not have email access, visitors and members of the public on relevant HSSEQ information.

8.0 Documentation, Control and Records

8.1 HSSEQ Documentation

The HSSEQ Management Systems is comprised of the following documentation:

- The HSSEQ Policy Manual which states the Company's policy and objectives, and which defines the method by which the Company shall comply with the overall intent of the HSSEQ Programme.
- The HSSEQ departmental Procedures Manual which has been developed for those activities posing the greatest risk to health and safety. These procedures define responsibilities and actions to be taken to minimize risk.
- The Job Safety Analysis (JSA) is a series of work instructions to define each step of a particular activity performed within the Company. Also included in this area are those recognized documents that complement the Company HSSEQ programme such as the audit form and safety procedure manual.
- The Company records and forms (Incident Reports, Investigation Report, Vehicle Incident Report) which support and document compliance with regulations and client requirements.

8.2 Documentation Control

The HSSEQ/Operations Team Leader shall be responsible for the control and maintenance of HSSEQ documentation. This includes filing the annual and monthly reports, environmental reports, client reports and Company statistics. HSSEQ records will be kept on file in accordance with local law and industry standards. The period of retention of all HSSEQ documents will be in accordance with local regulations.

All revisions and updates will be the responsibility of the HSSEQ Manager.

Documents shall be controlled and tracked through document control tabs including:

- Document ID
- Revision #
- Date

- Title
- Issued By

Changes to any documents can be made through completing the Document Change Request Form and submitting it to the HSSEQ/Operations Team Leader who will review the request in conjunction with the HSSEQ Committee as required. The revised document will then be posted to the Ramps IT Server and all Shared Files for employee access.
The period of retention of all HSSEQ documents will be in accordance with local regulations of a minimum of five years.

9.0 Safe Systems of Work (SSOW)

Ramps shall develop, implement and maintain safe systems of work throughout all operations. These safe systems of work shall encompass the following;

- Permit to Work Systems
- Documented Risk Assessments
- Bridging Documentation
- Management of Change
- Contractor Management
- Work Procedures / SOP's & Method Statements
- Toolbox Meetings & JSA's

The aim of SSOW is to control the risks stemming from our operations as far as is reasonably practicable.

9.1 Permit to Work (PTW) System

Ramps Logistics operations are controlled via our PTW system. Our documented PTW is used for each shift to identify job hazards, determine mandatory control measures and establish approval for work.
Permits-to-work form an essential part of safe systems of work for many activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

9.2 Documented Risk Assessments

The strategic risk assessment lists the business operations risk and functions as the risk register. Document control processes are followed to indicate validity period and will include review and revision dates. Risk Assessments shall be valid for one year and will therefore be reviewed and revised on an annual basis.
When risks or hazards have been analysed and assessed, decisions can be made about control measures which must be taken into account. The following risk control principles shall apply:

- Eliminate or minimize/mitigate the risk by using safer operational procedures
- Use engineering controls at the Source/Operation, along the path of the Operation and at the individual
- Minimise the risk by the use of personal protective equipment.
- Adequate/Required Training for all involved.

Employees involved in these areas of operations will receive appropriate/job specific HSSEQ training, participate in site-specific safety meetings and review Job Safety Analyses (J.S.A.'s) / Risk Assessments that apply to the particular risk or hazard on a regular basis.

9.3 Bridging Documents

Ramps Logistics Limited's operations involve in many instances working on multi-occupancy sites or projects in large part. This requires on agreeing on HSSE expectation among the Stakeholders. The process to ensure a safe and healthy work environment is maintained and that there is mutual understanding of requirements is established among Ramps Logistics, our Clients and other major stakeholders such as Shorebase via Bridging Documentation.

Critical responsibilities are established via the Bridging Document prior to the start of any major project which include but is not limited to emergency response protocols and control of work arrangements. Bridging documents shall be signed and dated by senior representatives of each stakeholder.

9.4 Management of Change

The Company operates in a business environment where change is inevitable as a result of technology and area of operations. Each change may introduce risk to the Company, which can impact the HSSEQ performance. The Company shall introduce procedures as the need becomes apparent to identify, monitor and control change so as to ensure that risks are kept to an acceptable level. These procedures will be documented in the HSSEQ Procedures Manual and disseminated to all affected employees.

Change associated with a specific operation will be approved by the onsite team leader in conjunction with the HSSEQ Manager. The Site Team Leader in charge of the operation in conjunction with the HSSEQ Manager will have the authority to remove personnel who do not comply with the standard operating procedures, including safety.

Any changes to people, process, equipment shall be assessed for potential impact to operations and to ensure that new risk is adequately identified and controlled.

Management and Team Leaders will continually review personal requirements and aim to prevent multiple critical positions being held by newly promoted or newly employed personnel. Change associated with equipment, as regards safety, must be approved by the HSSEQ Manager.

Any temporary changes in work shall be reviewed by line management for changes to the risk levels and appropriate measures implemented to prevent adverse consequences.

The Change Management Process in place shall ensure:

a. Changes are properly assessed.
b. Change does not introduce unacceptable new risk.
c. New risk is adequately identified and controlled.

9.5 Contractors HSSEQ Management

Ramps Logistics Ltd will implement an assessment process to ensure contractors are competent to perform work safely. They will be selected and approved based on evaluation through our Sub-Contractor Selection Guidelines Procedure

The process to select contractors from an HSSEQ perspective is as follows:

- Request Proposal and Quotations from Sub-Contractors and Service Providers
- Verify HSSEQ documentation including for e.g. HSSEQ Policies and Procedures, competence evidence, preventative maintenance programs, etc.
- Conduct Site inspection of equipment
- Conduct Audits
- Monitor and review performance routinely

Some of Ramp's Clients have a list of approved contractors for specific services and those that apply to Ramps are transport oriented. Pre-approved contractors are selected based on the client's approval. These pre-approved contractors are selected based on Company's documented policies, equipment inspection and approval and meeting Client's prequalification criteria as part of the tendering process.

Contractors and sub-contractors are required to meet annual regulatory inspection requirements and for mobile equipment and lifting apparatus. Certificate are required to be presented for review and approval by Ramps site personnel for equipment and personnel prior to conducting operations.

9.6 Work Procedures / SOP's & Method Statements

Standard operating procedure (SOP) are a set of step-by-step instructions compiled by Ramps to help workers carry out complex routine operations. Our SOPs aim to achieve efficiency, quality

output and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations

Procedures are extensively employed to assist with working safely. Documented SOP's are suited to the literacy levels of the user, and as part of this, the readability of procedures is important

Method Statements are used to give documented specific instructions on how to safely perform a work related task, or operate a piece of plant or equipment. They outline all the hazards that are likely to be encountered when undertaking a task or process and provide detailed guidance on how to carry out the task safely.

9.7 JSA's & Toolbox Meetings

Job safety analysis (JSA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. In the JSA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. JSA is done prior to the start of any operations and in conjunction with a PTW.

It is mandatory that Toolbox Meetings are conducted at the beginning of each shift to coordinate and plan the work activities as well as communicate HSE critical information. During Toolbox Meetings, JSA's and PTW required are discussed with all personnel involved in the job and sign off on documentation is required for evidence of participation.

10.0 Health Processes

10.1 Health

Employees may be required to undergo medical examination when it is job-related and consistent with business activity. Such occasions may arise when there is a potential for exposure to toxic or unhealthy situations, or when there is a question concerning an employee's ability to perform job duties.

Health risk assessments shall be conducted to determine the level of exposure to environment that may have adverse effects on the health of our employees and outline control measure for mitigation and control.

10.2 Fit to Work

Drivers of heavy vehicles are required to undergo fit to work medical examinations as per the Motor Vehicle and Road Traffic Act of Trinidad and Tobago. Fit to work certificate from medical practitioners will be kept in employees' personnel files.

All young persons in employment for periods of three months or more as per the OSH Act will be certified "fit for work" based on an assessment by a medical practitioner. Documentation of intended employment will be maintained in their personal file which is kept in the Account Department. Pregnant women and nursing mothers will also be certified fit for job function and reassigned temporarily if necessary. Pregnant and nursing mothers shall be free of involvement in the use of or exposed to chemicals, substances or anything dangerous to the health of the unborn or nursing child (up to six months) and adequately protected from risk of injury to their health

10.3 Industrial Hygiene

Industrial hygiene sampling and monitoring shall be conducted where the need arises. Both qualitative and quantitative assessments will be considered based on tasks, environment and potential exposure. Based on Ramps operations should there be potential exposure to noise, dusts and specific chemicals appropriate sampling, monitoring and preventive measures will be implemented.

10.4 Medical Surveillance

The intent of medical surveillance program is prevention and early detection and screening for specific exposures. Should significant exposures be identified via the health risk assessment, employees will be placed in a medical surveillance program and monitored by an occupational healthcare provider.

10.5 Confidentiality

Confidential medical information will remain private and confidential and those records will be maintained by medical practitioners like doctors and nurses. Senior Management personnel and human resource team leader will receive medical information only as it pertains to relevance for the job. Confidentiality of employees shall be maintained at all times.

Industrial hygiene records such as are gathered from sampling and monitoring can be communicated to potential exposure groups and for training on the job. These are not considered confidential medical information.

Results from medical surveillance programs are considered business required information and not confidential medical information.

10.6 Substance Abuse

Compliance with the Company's Substance Abuse Policy shall be a condition of employment. The Company is committed to a drug and alcohol free workplace. This is achieved by the maintenance of an active anti-drug and anti-alcohol plan which includes pre-employment, random and "for-

cause" drug and alcohol screening. Any on-duty employee (or contractor) with a detectable level of alcohol, drugs or controlled substances is prohibited from performing service for the Company and will not be permitted to remain at the workplace.

DEFINITION:-

Substance Abuse is defined as the use of illegal substances including but not limited to marijuana, cocaine, hallucinogens or psychotropic substances, opiates, or the mis-use of over the counter chemicals and substances including but not limited to alcohol, amphetamines and prescribed substances such as barbiturates. Employees will be offered the opportunity to participate in counselling services and programmes.

VIOLATION:-

A violation of this Policy is deemed to have been committed when:-

a. An employee is tested and found to have positive results for any of the substances listed below:
b. Or is involved in the use, sale, possession, transfer or distribution of illegal substances;
c. Or the points listed in the policy statement have been contravened.

TESTING AND CATEGORIES:-

At a minimum a 3- Point Drug Testing shall be conducted to check for the presence of Cocaine, Marijuana and Alcohol, but may also be extended to include testing for the presence of Opiates, Hallucinogens (MDMA and PCP), Barbiturates and Amphetamines or other substances based on job and/or client requirements.

Testing shall be conducted for the following categories:-

- Pre-Employment
- Random
- For Cause
- Post Incident

Where Staff and employees are to work on multi-organization work sites that are not under our control, Management agrees to allow the substance abuse management policy of the site control organization to be used in place of the organization's substance abuse management policy.

10.7 Minimum Rest Period

Personnel may work no more than 16 continuous hours. This time shall commence at the initial time of arrival at the worksite, and shall include all standing by time as well as participating in operations or any combination of the foregoing. After 16 continuous hours of performance such persons must be provided with a minimum of 8 consecutive hours away from the work site and engaged in no alternate work activity.

10.8 Smoking/Non-Smoking

The Company's building is a smoke free area. There are designated smoke areas for employees and visitors.

The on-site Team Leaders will have information regarding the smoke free area and appropriate signs shall be posted.

The designated smoke area can be identified by:

- The 'Designated Smoke Area' sign
- A red bucket of sand to be used to extinguish cigarette butts.
- A Fire Extinguisher in close Proximity.

10.9 Ergonomics

The Ergonomic process will address all administrative and other support service jobs and tasks where exposure to an ergonomic related risk may exist. The aim is to prevent the number and severity of musculo- skeletal disorder (MSD) caused by disposure to risk factor in the workplace thereby ensuring optimum quality of work life for our employees the HSSEQ Committee will oversee activities and make recommendation for approval. They will encourage employee participation and active involvement in the implementation, evaluation and continuous improvement of the ergonomic process.

Procurement efforts will seek to find appropriate suppliers who manufacture or sell products or equipment required to prevent or mitigate an ergonomic situation. Risk assessments will include the consideration of potential situations that could result in ergonomic related condition to employees.

10.10 Monitoring

Monitoring of workplace conditions shall be conducted on a routine basis via internal inspections and audits to ensure requirements of the Health Risk Assessment is maintained. Health Risk Assessment shall be reviewed annually or upon any changes to work environment. Environmental monitoring such air, noise and light shall be done only on if determined by the health risk assessment.

11.0 Safety Processes

All Company operations shall adhere to the HSSEQ Procedures Manual. Health and safety guidelines, safety rules and client regulations must be taken into consideration. Where there is a conflict involving operational requirements, the more stringent of the two safety rules shall take precedence or reference can be made to the agreed upon bridging document. If a conflict involving an HSSEQ practice cannot be resolved, the appropriate Team Leader must be notified immediately.

11.1 Inspections

11.1.1 Site Inspections

An Inspection schedule will be developed and implemented. Inspections shall be conducted by different levels of the workforce including Managers, Team Leaders and Team Members.

11.1.2 Equipment Inspections

Equipment inspections shall be conducted based on the following schedules:

- Vehicles- Daily inspection by drivers / riders
- Operations Vehicles – Weekly
- Perk Vehicles - Monthly
- Fire Protection Equipment- Monthly inspections

Monthly targets will be tracked with the annual business performance plan.

11.1.3 Corrective Actions

Corrective Actions will be addressed through communications with the relevant Team Leaders who will review the forms and checklist and allocate resources required for completion.

11.2 Safe Work Practices/Procedures

Field employees work in an environment of potential risk from dangerous machinery, materials, fire, weather and other conditions. Safe working practices must be followed at all times. Safety procedures and guidelines of particular importance are:

- Ramps Logistics Limited HSSEQ and Procedures Manuals
- Environmental Management Processes Manual
- Risk Assessments, JSAs and Procedures
- Emergency Response Plans

- Client HSSEQ Management Systems Manual
- Client HSE Procedures Manual

11.3 Personal Protective Equipment

PPE shall be budgeted for as part of business planning. The use of PPE shall be in compliance with local and international industry related regulations. Personnel shall be issued the necessary Personnel Protective Equipment (PPE) for the operation to be performed. Employees will also receive training consisting of**:** Limitations of PPE, Donning, Maintenance, Different types, PPE Inspections, Use and when PPE must be worn. All PPE shall meet current industry standards.

Use of PPE shall be mandatory and under the control of the on-site Team Leaders as outlined in the HSSEQ Manual.

11.4 Hazard Communication (HazCom) - MSDSs

The aim of the HAZCOM program is to provide employees with the knowledge and training necessary to understand and protect themselves from the hazards associated with the materials that they use or are exposed to as part of their assigned job functions.
All employees working at the facility shall participate in the HAZCOM Program

The HAZCOM Program shall address the following elements:

- A list of hazardous chemicals known to be present at the facility will be maintained.
- Labels and other forms of warning
- Safety Data Sheets (SDS)
- Employee information and training
- Contractor Involvement

Inventory

- Inventory List of all hazardous substances shall be compiled and maintained by the HSE department.
- Inventory List shall be maintained in a manner that will allow substances to be listed by location, building, department and manufacturer.

Safety Data Sheets (SDS)

- A current and accurate material safety data sheet (SDS) for each substance in the inventory list shall be maintained.
- The SDS for a substance should be one that was provided by the manufacturer of the substance.
- Each SDS shall be in English and shall contain, where applicable, at least the following:
- The identity of the substance used on the label
- The physical and chemical characteristics of the substance

- The physical hazards of the substance including reactivity and the potential for fire and explosion
- The health hazards of the substance, including signs and symptoms of exposure, and any medical condition which are generally recognized as being aggravated by exposure to the substance
- The primary route(s) of entry into the body
- The OSHA permissible exposure limit, Threshold Limit Value and any other exposure limits used or recommended by the manufacturer or the distributor
- Any general applicable precautions for safe handling, including appropriate hygienic practices, personal protective equipment, protective measures during repair and maintenance of contaminated equipment, and procedures for cleanup of spills and leaks
- Emergency and First Aid procedures
- The date of preparation of the SDS or the last change to it and
- The names, address and telephone number of the manufacturer or distributor who can provide additional information on the substance and appropriate emergency procedures, if necessary.
- Purchased products shall not be accepted unless an SDS accompanies the delivery, or if a current version is already maintained on site.
- Every SDS received must be forwarded to the HSE Department for inclusion in the inventory list. The original copy of the SDS shall be maintained as a hard copy in a binder along with all other current original SDS. This binder will reside in the HSE Department.
- All employees shall have access to the hard copies of the inventory list and SDS.

Labeling and other forms of warning

- All chemical containers received from vendors must be labeled and delivered with an SDS unless a current one is already on site. It is the responsibility of the employee receiving the material to ensure that the label is firmly attached to the container.
- The labels must be legible, in English and prominently displayed on the container.
- Labels shall include:
- The identity of the substance as it appears on the SDS
- Hazard warnings conveying the physical and health hazards
- The name, address and telephone number of the manufacturer or distributor in the event that there is need to contact them for further information.
- Portable chemical containers filled with substances that were transferred from a labeled storage container must also be labeled.

Employee Information and Training

- Employees of Ramps based shall be provided with information and training about the potential hazards associated with the materials that they may be exposed to in the course of performing their assigned job functions.

- Such information and training shall be provided at the time of initial assignment, annually thereafter and whenever a new hazard is introduced into the employee's work area. All training shall be documented and maintained.

Contractor Involvement

- It shall be the responsibility of the Supervisor to inform the contractor's representative at the start of a project, or upon assignment, as to the hazards associated with the materials that the contractor's employees may encounter during their work at the facility.
- In addition, the contractor must be informed of the location of safety data sheets, the precautionary measures they can take, and the labeling systems used.
- Each contractor shall supply a list of substances they intend to bring unto the site prior to commencement of the job.
- This list of substances must be approved by the HSE department who will advise on which substances must be accompanied by a safety data sheet.
- All substances must also be labeled.

11.5 HSSEQ Violations

Disciplinary action shall be taken against individuals who have been deemed to violate the company's HSSEQ policies and procedures and as such have increased the probability of incidents/incidents by unsafe acts while conducting works.

Some of these unsafe acts are as listed as follows:

- Failure to use and maintain proper and appropriate Personnel Protective Equipment
- Failure to adhere to good housekeeping practices
- Failure to follow Safe Operating Procedure
- Working without Proper Authorization
- Knowingly failing to warn others of unsafe conditions or practices
- Disconnecting/Tampering with Safety devices/Equipment
- Horse-playing on the job
- Smoking in non-smoking areas
- Use of alcohol or illegal drugs
- Dis-obeying of Company Safety Rules

A progressive disciplinary procedure will be followed and the severity of the non-compliance and/or potential outcome or results shall be considered in administering one of the following controls:

- A verbal warning
- A written warning
- Suspension
- Dismissal

Efforts will be made to train employees and to facilitate their understanding of expectations. Continued non-compliance or infringement of rules will precipitate progressively more stringent actions.

11.6 Behavioural Safety

Reward & Recognition

In the aim of promoting safe behaviours the HSSEQ Reward and Recognition program shall be developed for both site operations and administrative staff. Employees shall be rewarded and/or recognized for HSE vigilance based on observations and/or nominations by Supervisors or HSSEQ Representatives. Rewards and recognition shall be done on an on the spot basis. Project Managers and the HSSEQ Manager shall determine the budgetary allocation for the Reward and Recognition program based on the scope of the project.

For administrative staff the reward and recognition shall be tailored through various quizzes and exercises geared towards getting staff more involved in HSSEQ awareness and improving and HSSEQ culture of the organization.

STOP Card System

To eliminate incidents and injuries. The key to eliminating incidents and injuries is to modify behaviour by observing people as they work and intervene by talking with them to encourage safe working practices and eliminate at-risk behaviour.

STOP follows the Safety Intervention Cycle; **Decide –Stop –Observe – Act –Report**
Decide that safety auditing is an important priority. Allocate time to audit people's work practices and behaviour on the job.
Stop near enough to the person so that you can clearly see what they are doing. Be alert for unsafe acts in the first 10 to 30 seconds.
Observe everything the person is doing in a careful systematic way as you review the audit categories in your mind; i.e. reactions of people, personal protective equipment, positions of people, tools and equipment, specifications and housekeeping.
ACT by talking with the person to reinforce safe work practices and address at-risk behaviour.
Report your interventions and actions on a STOP™ safety intervention card.

The STOP Database is a repository for capturing interventions and corrective actions and it is a resource for producing statistics and graphic reports that will assist Leaders to proactively manage behavioural safety.

Ramps Logistics encourages the recording of good practices and/or conditions via the stop card system that would then tie into the reward and recognition program to continuously promote safe behaviours throughout the organization.

11.7 Housekeeping

Ramps Logistics believes that good housekeeping is a necessary component of maintaining a safe work environment. Housekeeping practices are among the easiest and most visible safety measures to implement in the workplace. Operations that are neat and organized help reduce potential hazards. Good housekeeping implies that a workplace is kept in an organized, uncluttered, and hazard-free condition. While this is a relatively simple concept, the benefits that can be realized from good housekeeping practices are far reaching, and affect not only workers' safety but also their health and productivity. It is not just about cleanliness; it lays the basic foundation for accident and fire prevention.

Our **'5S Housekeeping Program'** has been developed, rolled out (training) and maintained throughout all aspects of the organization's operations in an aim to establish a safety culture that prides itself on good housekeeping practices. The main objectives are to; improve productivity, quality, safety and environment through this methodology, include order and cleaning as a necessary and fundamental part of everyday work routine and to involve each hierarchical levels of the company in the Housekeeping Program.

5S revolves around the following key concepts;

1. Selection (Seiri)

   This means to remove from the workplace all the elements which are unnecessary and which are not needed to carry out our job.

2. Order (Seiton)

   It consists of organizing all the elements which we have sorted as necessary so that they can be easily found.

3. Cleanness (Seisou)

   This means to maintain always everything clean and well-kept in your workplace.

4. Standardization (Seiketsu)

   It implies developing cleaning and inspection standards to carry out constant self-control actions.

5. Discipline (Shitsuke)

   This means to turn the use of the established and standardized methods into a habit, in order to keep the 5S in the workplace.

Benefits of the housekeeping program to the organization and our stakeholders include; Improve the life quality in the workplace, Foster creativity, Improve environmental conditions, Reduce costs and waste, Recover and recycle waste, Systematize order and cleaning actions, Develop the cleanliness and organization culture and Reduce the potential risk of accidents.

12.0 Security Processes

In order to ensure optimum security levels are implemented and maintain for all stakeholders processes to conduct background checks on employees and develop equipment and personnel control plan shall be developed.

12.1 Personnel Data Base

Personnel records are maintained and located in the Accounts Department. Records of employees will include but not limited to ID Cards, Birth certificate, passports, proof of address and certificate of character obtain from Trinidad and Tobago Police Service. Personnel and professional references shall be confirmed and copies of photo ID's are maintained on file.

12.2 Asset, Equipment and Personnel Control

The process for controlling equipment on site will be led by Site Team Leaders. Tools, equipment and client's cargo shall be safe guarded from damage and thief through on site supervision.

During the course of the day, operatives, field employees and drivers are required to remain in phone contact with Operations Team Leader in order to account for employee's movement, safety and security. If there is no phone/verbal contact, efforts will be made to establish ware-about/location.

Personnel control for fixed site operations shall be managed via the use of employee time sheets. Site Managers /Supervisors shall be held accountable for all personnel on their respective sites. Office staff shall be managed via the clocking system through the Human Resources Department. Department Team Leader are responsible for knowing managing their staff throughout day to day operations.

Additionally, all Ramps Logistics vehicles are equipped with global positioning systems (GPS) which are monitored by the Security team.

13.0 Environmental Processes

The Company recognizes and is committed to promoting good environmental practices. The Company, in accordance with its HSSEQ Policy which mandates the prevention of harm to the environment shall:

- Identify aspects and impacts and determine significance;
- Ensure that all waste materials are stored and disposed of according to regulations;
- Recycle and use recyclable materials when possible;
- Use fuels and chemicals that are environmentally acceptable;
- Minimise waste by introducing a waste free process where possible
- Utilise cost effective solutions for cooling and lighting requirements and conduct operations in such a manner as to minimize the impact on wildlife.

Additional details are as follows.

DEFINITION OF A SIGNIFICANT INCIDENT:

A significant incident is defined as follows:

Any incident that results or has the potential to result in the following:

- Long term environmental damage which has an expected duration of more than 5 years, or an expected cost of greater than $500,000. for study, remediation and settlement of penalties or both
- Fatality of employees and contractors or the public
- Regulatory intervention and prosecution possible.
- Any other incident or category the company determines as significant for the purposes of addressing or managing or influencing.

Additional Guiding Principles:

a. We will cooperate with other organizations that we may work with, as part of multi-organization work teams who do have a requirement to operate an environmental management programme to ensure implementation of environmental requirements.
b. When working with multi-organizational teams we will work to provide assurance that the various environmental aspects of all involved organizations will reasonably be identified.
c. Ramps will develop environmental management programmes or plans when required and we will also cooperate with others that have developed environmental management programmes where required.

Roles and Responsibilities:

All staff, employees and sub-contractors have the responsibility to cooperate with others that have developed environmental management programmes.

The roles and responsibilities of the critical personnel will be communicated to the identified personnel and records maintained of the communication.

Drills

a. Ramps will identify any potential need to develop environmental response plans or hold drills based on current operations. We will cooperate with others that have identified the need to develop emergency response plans and run drills where appropriate.
b. As part of the developed environmental management processes and system, we will continue to monitor and identify the type of environmental emergency we may encounter through normal operations and maintain a list as appropriate.

c. Having identified the types of emergency we may face, we will document and implement suitable and sufficient plans with adequate resources, including training to be able to respond effectively to the identified emergency situations.
d. Where we document emergency response plans, we will hold emergency response drills to address the environmental emergencies likely to present.
e. The frequency and type of drills will be influenced by the extent of the risk the operations pose to the environment. However, all drills will be run according to an approved schedule and formal reporting on the effectiveness of the drills that are held will be maintained, if the need arises.

Auditing:-

a. Ramps Logistics Limited will identify whether we have impact on the environment through our normal operations and audit environmental plans annually as part of the audit process. We will review the general policy statement at least annually or if the activity type changes to one that may impact the environment.
b. Ramps will audit any environmental management systems that may have been developed based on operational need on an annual basis as part of the audit process. We will cooperate with others that carry out annual auditing of their environmental management system as appropriate.
c. Ramps has documented environmental management processes to manage insignificant aspects and impacts. Should operations change where an environmental management system is required to manage significant aspects and impacts, we will audit the system formally at least once every year.
d. Any potential audit of an environmental management system may be carried out internally where the competence of at least one facilitator to lead the audit team is assured.
e. Should the need arise, Ramps will maintain records of audits conducted. Action plans will be developed and a process implemented for closing out action items.

14.0 Quality Processes

Ramps Logistics Ltd HSSEQ Management Systems are business excellence tools which form an integral part of its operations. It requires the company to define the processes which form the basis of the HSSEQ Management Systems and the sequence and interaction of these processes.

The processes to be implemented will include:

- Client Request Processing
- Operations Planning
- Measurement of service/ process compliant with specified requirements
- Internal Audit
- Corrective Action
- Preventive Action
- Identification and control of non-conforming services
- Purchasing and related processes such as supplier selection and monitoring.

ISO9001 requires that the performance of these processes be measured, analysed and continually improved, and the results of this form an input into the management review process.

Total quality management or TQM is an integrative philosophy of management for continuously improving the quality of products and processes.

TQM is based on the premise that the quality of products and processes is the responsibility of everyone involved with the creation or consumption of the products or services offered by an organization, requiring the involvement of management, workforce, suppliers, and customers, to meet or exceed customer expectations.

Nine practices identified are as follows:

- cross-functional service design
- operations management
- supplier quality management
- customer involvement
- information and feedback
- committed leadership
- strategic planning
- cross-functional training
- employee involvement

Total Quality Management (TQM) is a management approach to long-term success through customer satisfaction which ensures that all members of the organization participate in improving processes, products, services and the culture in which they work.

Strategic Planning Meetings will be held twice for the year to implement the Plan, Do, Check, Act Model. Management Meetings and Departmental Meetings will be held on a weekly basis to implement strategic goals and objectives.

Customer Surveys will provide feedback from Clients and other Stakeholders and inform the company on required direction and customer needs, experiences and requirements.

15.0 Incident Management- Prevention, Analysis, Reporting and Investigation

Ramps approach to managing incidents is to be proactive. Systems will be developed and implemented to achieve prevention and to ensure timely reporting and investigation. Should incidents occur, analysis of the data and statistics will generate further improvement to the management system.

15.1 Incident Reporting

The Company shall require that all HSSEQ incidents be reported immediately including near-misses, dangerous occurrences, first aid cases, vehicle collisions, cargo damage and spills. Incident categories include Fire and Explosion, chemical and oil spills, medical or injury, security beach or bomb threats and mobile equipment.

Early Incident Report form must be turned in to the respective Team Leaders for review within one (1) hour of the undesired event, and then forwarded to the HSSEQ Manager. These Final Incident Reports shall be submitted within (3) days of the undesired event and kept on file in accordance with HSSEQ Documentation & Records policy of this manual.

If on a Clients site or at the Ports, the incident must be immediately reported by the Site Team Leader or in his/her absence by the Employee to the Client or Port representative at the job.

Incidents will be reported externally by the Operations/HSSEQ Manager to the relevant regulatory agency including OSHA and EMA.

INCIDENT CATEGORIES AND REPORTING:-

The following incidents are required to be immediately reported to the respective Team Leader or Manager:

- Hours Worked;
- Incident Rates;
- Near Misses;
- Incidents;-
    - First Aid,
    - Medical Treatment,
    - Restricted,
    - Lost Work Day,
    - Fatality Cases
- Environmental:-
    - Spills
    - Discharges to water source
    - Other
- Security
- Vehicle Incidents
- Other:-
    - Fires

15.2 Incident Investigation

All incidents are to be investigated by Site Team Leaders. If on a client's Site or Port, the client procedure for reporting and investigating will be followed and Ramps' employees must take part. Where required multi discipline teams will conduct the investigation.

Near misses and first aid cases will require lower level investigation. For major incidents or incidents with potential for severe impact, senior management will lead the investigation.

The following levels of incidents apply:

- Level 1- Minor and can be dealt with easily and effectively by on-site company employees
- Level 2- Serious and requires external systems
- Level 3- Critical or Major and requires needs from external resources

15.3 Critical and Major Incidents

A Critical or Major Incident is one which has the potential for or results in loss of life or limb, or adverse impact to health or environment.

15.3.1 Process for Investigation

Should a Critical or Major Incident occur, the following process will be implemented to ensure root causes are identified and eliminated:-

- Senior Management will set up an investigation team. Documented Terms of Reference can be issued by management.
- A method for identifying the critical plant, equipment and personnel involved in the incident.
- The process to be followed to investigate the incident including access to specialist advice, interview of personnel and a structured method of identifying causes.
- The report format to be used.
- The acceptance and rejection process for management to follow in reviewing the recommendations.
- The method of communicating lessons learned to appropriate groups.
- The method for following up and closing out action items that arise for the accepted findings of the investigation.

15.4 Stop Work Order

Should a Critical or Major incident occur, employees are required to shut-down operations or Stop Work in a timely but safe manner and follow and implement appropriate emergency response

procedures. On and off site Team Leaders will take control of the response and the Client and Port representative will manage incidents on their sites.

Work will be resumed after the relevant checks are performed and the site team leader and client or Port representative gives the all clear.

In the aim of incident prevention, Ramps Logistics has empowered all employees and sub-contractor personnel involved in our operations with the authority to stop any work deemed unsafe or that has the potential to cause an incident where the relevant risk mitigation controls have not been implemented and could result in damage to personnel, equipment or the environment.

16.0 Emergency Procedures

The Company shall establish emergency procedures at all work locations. These shall define specific responsibilities for the management of a response to an emergency. The Company shall also prepare interface documents linking the HSSEQ emergency procedures to its client vessels and where appropriate, to the client so as to ensure that responsibilities are known.

The Company shall provide training in these procedures to all relevant personnel in accordance with the HSSEQ Procedures Manual and Section 10 of this manual.

16.1 Emergency Drills

Emergency drills shall be conducted annually and documented. These drills shall consist of muster/evacuation drills, fire drills, spill containment drills, Emergencies, medical emergency drills, bomb threats.

16.2 Muster/Assembly Point

There will be safe zones that can be deemed assembly/muster points. And personnel must be aware of its location and safest escape route.

There will be signs and a site plan identifying the Access and Egress to Muster Assembly Points.

All Visitors/Participants shall be accompanied by a designated person/guide from Ramps Logistics Limited in the event of an emergency.

16.3 First Aid

Ramps will maintain first aid kits in the main offices. Access to first aid facilities are provided at client's sites. Public emergency response services shall be sourced in the event of more severe conditions. Detailed information is contained in the Emergency Response Plan

17.0 Corrective and Preventive Action

Corrective and preventive action shall be taken at any stage of an activity to eliminate or reduce to an acceptable level, risk to health and safety of the Company's employees and other persons for whom it is responsible. This includes the risk of damage to the environment and harm to wildlife.

A formal corrective action report may be initiated as a result of an internal HSSEQ audit, or in response to an HSSEQ problem identified in the normal course of business.

A Measure and Corrective Action Register will be maintained by the Operations/HSSEQ Manager and HSSE Officer to ensure adequate tracking and completion of action items arising from the implementation of the management systems. This includes for example, site inspections, equipment inspections, investigations, drills, Client and customer feedback etc.

18.0 Monitoring and Measurement

18.1 HSSEQ Statistical Data

The HSSEQ Manager shall be responsible for compiling and reporting of the statistics, and shall keep management abreast of these statistics on a regular basis. These statistics shall be made available to clients on request.

The following incidents will be tracked, monitored and reported on as part of the Monthly Statistical data;

- Hours Worked;
- Incident Rates;
- Near Misses;
- Incidents;-
    - First Aid,
    - Medical Treatment,
    - Restricted,
    - Lost Work Day,
    - Fatality Cases
- Environmental:-
    - Spills
    - Discharges to water source
    - Other
- Security
- Vehicle Incidents
- Other:-
    - Fires

19.0 Auditing and Management Review

Ramps shall conduct Auditing of the Management Systems and evaluate compliance. Management review meetings will be held to assess status and make policy decisions to ensure continuous improvements.

The Company's annual HSSEQ Plan shall outline its proposed actions for the year ahead and specific targets for HSSEQ management and performance. The Company shall maintain a hierarchy of reporting to ensure that HSSEQ related issues are monitored at all levels of the organization.

The HSSEQ performance shall be addressed and published in the following format:

- HSSEQ meetings
- Quarterly management review
- Annual Directors meeting

19.1 HSSEQ Audits

Audits shall be conducted on a bi-annual basis. The results of these audits shall be documented in accordance with The Company documentation plan – Section 4 of this manual.

Appropriately trained personnel shall conduct audits. Specific jobsites shall be audited. Some of the potential areas subject to audits shall be workshops, material storage areas and the office environment. The HSSEQ Manager will assess the audit results and forward to management, who in turn shall take prompt action to correct any HSSEQ deficiencies. Responsibility for corrective actions shall be assigned and documented.

19.2 Management Review

The Company's HSSEQ Management System shall be subject to regular review by management personnel. These reviews will take place on an annual basis, policy statement once every three years and will be documented and shared with all Team Leaders having responsibility for the HSSEQ Management System. All recorded incidents and near misses will be reviewed on a weekly basis by upper management.

DOCUMENT	DEPARTMENT	PROCEDURE NO.
PLAN	HSSEQ	RL-TT-MA-HSSEQ-003-006

Emergency Response (ER) Plan

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1.0 Document Revision Control

Revision No.	Page/Section No(s).	Change Effected	Date of Change
006		Inclusion of Natural disaster audit checklist and information, change of incident commander and updating of medical response summary. Security Breach	30/11/2022
005	Page 18	Section 17.1.7 and 17.1.8 added	15/04/2020
005	Page 19	Section 17.4 added	15/04/2020
006	Page 9	Section 7.0	07/09/2020
006	Page 10	Section 8.0	07/09/2020
006	Page 37	Section 20.0	07/09/2020

2.0 Purpose

This document provides to establish guidelines and criteria for identification of potential emergency situations and potential accidents in the activities, products and services provided by Ramps Logistics Limited (Ramps). To define the related procedures, responsibilities and authorities for emergency preparedness and response, including actions to minimize eventual impacts of those situations.

3.0 Scope

This document applies to all Ramps employees.

The Emergency Response Plan shall comply with local codes and regulations as well as any other additional guidelines for implementation, in order to accommodate local emergency resources.

This Emergency Response Plan will define training, equipment including personal protective equipment, and level of physical fitness as required to satisfy the needs of the organisation, as well as, providing procedures for managing emergency response e.g. summoning outside resources, evacuating affected members, proper control of emergency response equipment, and informing the business leadership of the incident. The idea is to lay a good foundation for recovery from any incident.

While this plan focuses on emergency preparedness, response and recovery, mitigation of emergencies must be considered. Ramps therefore looks to achieve mitigation through safe operating procedures and practices.

4.0 References

- OSH Act of Trinidad and Tobago.
- RL-TT-MA-HSE-001-004 Health Safety Security Environment and Quality Manual.
- Natural Disaster Audit Checklist
- Fire Services regulation, terms and condition of 1998.
- RL-TT-MP-HSE-027-000: Personal Protective Equipment (PPE) Procedure.

5.0 Terms and Definition

- **Crisis:** Any incident, series of events, or set of circumstances that threatens to fundamentally affect or alter the way Ramps Logistics Limited chooses to do business.
- **Crisis Management:** Those measures taken to prevent, prepare for, respond to, and recover from a potential crisis.
- **Emergency:** Sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property, and/or interference with the normal activities of a person on and off

Ramps sites or contractors, visitors and which, therefore, requires immediate attention and remedial action.

- **Exercise:** An exercise activity requiring performance and coordination of response activities by several individuals and teams, and mobilization of personnel and resources.
- **Evaluator:** An individual assigned to one or more exercise functions or locations to document and evaluate individual, team and organizational performance based on the exercise objectives and performance criteria
- **Response:** The effort to mitigate the impact of an incident on human life and safety property of employees and the public
- **Response:** The phase of an emergency or crisis management that involves performing planned actions to contain an incident and protect life and property.
- **Incident:** An event, series of events or set of circumstances that interrupts normal operating procedures and has the potential to precipitate an emergency or crisis.
- **Emergency Plan:** Actions and Procedures that should be executed in case of accidents, health and life risks, and the environmental or facility disintegration.
- **Emergency Preparedness:** a continuous cycle of planning, organizing, training, equipping, exercising, evaluation and improvement activities to ensure effective coordination and the enhancement of capabilities to prevent all kinds of incidents / events.
- **Hazard:** A threat with the intrinsic ability to do harm or incur loss or misfortune.
- **Hazard Analysis:** A methodology for characterizing the nature of potential problems areas. A hazard analysis includes three components: hazard identification, risk assessment, vulnerability analysis.
- **Incident Command System:** A formal type of command and control system designed to manage the response to an incident using the combination of facilities, equipment, personnel, procedures, and communications.
- **Corrective Action:** Action to eliminate the cause of a detected nonconformity.
- **HSSEQ:** Health, Safety, Security, Environment and Quality.
- **IMS:** Integrated Management System.
- **Nonconformity:** Non-fulfilment of a requirement.
- **Potential Emergency Situation:** Condition that can occur an event, not planned and unexpected, promoting impacts undesirable to the environment and the life, as fires, explosions, leaks of products toxicant, inflammable, corrosive, radioactive emissions, etc.
- **Contingency Plan:** A plan to cover the response to an incident, the timing of which is unknown and not intended.
- **Preventive Action:** Action to eliminate the cause of a potential nonconformity.
- **TTEMAS:** Trinidad and Tobago Emergency Mutual Aid Scheme.
- **A major emergency or critical incident:** "any condition or situation requiring assistance over and above that which can be supplied by in-house resources present at the time or which cannot be handled in the normal manner."
- **Level 1 Emergencies:** any emergency which can be dealt with fairly quickly and effectively by trained personnel on site at the time, using readily available emergency equipment e.g. fire extinguishers, emergency hose, standing hydrants.
- **Level 2 Emergencies*:*** is one requiring additional resources to those needed for a minor incident, but which can still be dealt with successfully by the Internal Emergency Team and in-plant personnel. There are no major threats to personnel, the neighbourhood and the environment.
- **Level 3 Emergencies:** is clearly recognized from the beginning as beyond the capability of in-plant personnel and resident emergency crew. Outside assistance is required e.g. Emergency Crews from other facilities i.e. TTEMAS Members, Trinidad and Tobago Fire Services etc**.**
- **Escape Route:** The preferred way identified by the signage which must be followed in situations where the area must be evacuated.

- **Signage:** Graphical representation showing the directions to be taken in the event of an evacuation as follows.

Legal Requirements

As dictated by the Trinidad and Tobago's OSH act 2004 amended 2006:

(2) An occupier of an industrial establishment employing twenty-five or more persons shall prepare or revise, in consultation with worker representatives in the industrial establishment- An emergency plan in writing based on a risk assessment made in accordance with section 13A, which shall include—

I. Suitable and rapid means of obtaining first-aid help and transportation from the industrial establishment to a hospital for injured workers; and

II. Measures and procedures to be used to control a major fire, to react to serious damage to the industrial establishment, to evacuate the industrial establishment and to notify rescue personnel, and the occupier shall submit the statement or the emergency plan, as the case may be, and any revision thereof to the Chief Inspector and bring them to the notice of all persons employed in the industrial establishment.

6.0 Responsibility

Ramps' Emergency Organization (EO) has been established as part of its Emergency Response Plan in order to:

- Preserve life,
- Conserve property, and
- Minimize economic and financial loss.

Site Incident Response Team

The Site Incident Response Team comprises:

1. VP Projects	Incident Commander
2.HSSEQ Team Lead	Emergency Response Administrator
3.Department Team Leads	Emergency Response Team Leads

The nature of the emergency organisation is best described by the EO Organisation Chart, however specific roles are outlined further in the following sections:

6.1 Incident Commanders (Vice President Projects)

Ramps' Management through the Directors shall organize, train, and equip the Emergency Organization (EO) such that its activities shall be conducted in a safe and effective manner. The VP of Projects shall be responsible for:

- Establishing a written policy for the safety and health of all members and preservation of the environment.
- Establishing a policy to ensure annual funds are budgeted and available for equipment, training, education and other necessary items to accomplish emergency organisation objectives.
- Reviewing and approving the documented Emergency Response Manual annually.
- Establishing lines of authority or a chain of command and assigning responsibility to ensure all components of the plan are accomplished.

- Establishing a policy to ensure records required for all aspects of the organisation are maintained.
- Designating a responsible individual for the administration of the plan.
- Reviewing and approving the appointments of EO members in the organization.
- Submitting relevant reports to respective insurance personnel.
- Ensuring good public relations are maintained with relevant bodies and the public.
- Ensuring that adequate security of personnel, facilities and equipment are maintained.

6.2 Emergency Response Administrator (ERA) - (HSSE Manager)

Ramps ERA is responsible for the development, implementation and overall administration of emergency response planning. This function is policy and administration oriented. As such he/she shall:

- Facilitate/Ensure training at all levels.
- Establish chain of command within the Emergency Response Team so that it may function efficiently in the absence of any member of the EO.
- Ensure Alternate ERA's are fully informed and capable of performing all duties in their absence.
- Maintain an ERT roster, making additions/deletions as necessary.
- Assist in providing equipment and supplies.
- Ensure emergency response equipment is maintained in a ready state.
- Establish procedures for replacement and/or repair of inoperative/defective equipment.
- Assist in reviewing inspections, surveying high hazard areas and keeping the Managing Director and RAMPS' Team Leaders informed of hazard status changes.
- Receive periodic evaluations from the Emergency Response Team. Any areas of ineffectiveness of emergency response identified should be addressed to the Chief Operating Officer.
- Ensure rapid and effective recovery from any emergency.
- Assist in investigating and documenting reports concerning response situations.
- Take overall command of an emergency scene until properly relieved (by Authorized External Agency Representative.)
- Ensure personnel are informed when emergency is cleared **only** when emergency protection has been re-established.

6.3 Emergency Response Team (ERT)

Ramps' Emergency Response Team (ERT) is a volunteer group of members. This group has been established to provide emergency care until professional and support services arrive, and its members are prepared to respond to emergencies catered for in this manual.

The ERT consists of designated members on each workday, the Emergency Response Team Leader and the Emergency Response Administrator (ERA). The members shall function as either Team Leaders or Team Members as designated by the ER Coordinator.

6.3.1 Emergency Response Team Leaders

The Emergency Response Team Leaders shall supervise operations of any incident that occurs on their area of function. They are responsible for notifying the ERA of large loss incidents such as fire as soon as they occur. They shall also:

- Assist the ERA in the development of pre-plans, training and also incident command.

- Take overall command of an emergency scene in the absence of the ERA until properly relieved.
- Assist the ERA and carry out his/her orders as required.
- Relay orders from ERA to team members.
- Supervise all team members under their command.
- Stay familiar with building layout and hazards.
- Keep ERAs, management and team members advised of all conditions relative to electrical or other hazards.
- Maintain records when and if members are used during their service duty.
- Conduct a periodic inspection of all equipment that is assigned for the execution of specific duties.
- Report all missing equipment, or equipment in need of repair.
- Ensure all equipment is returned to a ready status immediately following training or response activities.
- Helping mop-up, uncover and stack equipment, wipe, dry, oil, move and generally help bring things back to order.
- Conduct training exercises on their service duty when feasible.

6.3.2 Team Members

Team members are designated members trained and equipped as a team to manage any emergency incident that occurs within the business compound.

Members shall be trained to do numerous tasks e.g. fire fighting, first aid and salvage.
Each member shall:

- Carry out the directions of the emergency response team leaders and administrator relative to the particular emergency.
- Take command of an emergency scene in the absence of the emergency response team leader or other response officer until properly relieved.
- Immediately report any equipment missing or not in good working order to their immediate Team Leader.
- Clean and return all equipment to a ready status following training or response activities.
- Be able to assemble and prepare to counter any emergency incident that occurs on their service night, duty, weekend or residential.
- Attend scheduled drills, meetings and complete the required training sessions established for the desired tasks they are performing.
- Wherever possible, assist in the salvage of material and equipment.

6.4 ERT Support

All other members i.e. ERT support, including the Managing Director will participate in emergency response activities, to the extent that they have responsibility for, have been trained, are qualified, and/or are able to assist the members of the ERT.

6.4.1 Directors

The Ramps Logistics Limited's Team Leaders shall be responsible for:

- Ensuring that their respective groups follow the directives of the ERT in an emergency situation.
- Ensuring that appropriate support is rendered to the ERT according to the procedures outlined in the Emergency Response Plan.
- Performing a head-count for their respective teams and relaying the information to the ERA.

- Ensuring that any visitors to the compound follow the proper evacuation procedures in the event of an emergency.

6.4.2 Ramps On-Site and Off-Site Team Leaders

The Team Leaders shall be responsible for:

- Performing a head-count for all members of whom they are in charge and for relaying the information to the Coordinator.
- Observing the directives of the ERT and lending support as indicated by the ERT.

6.4.3 Public Relations

In the event of an emergency, when a news release would be required, only the following is officially allowed to give information to the news media:

Chief Executive Officer

Any approaches made by the media or members of the public should be referred to this designated public relations contact.

This person is also responsible for maintaining training records i.e. attendance, performance objectives, copies of certificates and feedback evaluation.

6.4.4 Medical/First Aid

Ramps has a first aid kit station in the office area. Volunteer members shall be trained to administer first aid. If additional services are needed, members can be taken to the Port-of-Spain General Hospital.

6.5 Emergency Response Committee

The Ramps Logistics Limited's Emergency Response Committee shall comprise members of the workforce and any persons who can make a valuable contribution to the functioning of this committee. The Emergency Response Committee's major role shall be the development, implementation and realization of the emergency response plan. This committee shall have responsibility for conducting audits at least annually; monitoring and seeking opportunities for continuous improvement to the plan and submitting reports of findings to the ERA.

6.6 Contractors

Contractors performing work on the building shall:

- Designate Team Leaders and their respective Alternates, and
- Ensure that they are familiar with the Emergency Response Plan.

6.6.1 Contractor Team Leaders Contractor

Team Leaders shall:

- Ensure that they are familiar with the Emergency Response Plan.
- Ensure that all equipment being used is shut down.
- Relay orders from RAMPS' ERA to the personnel of whom they are in charge.
- Perform a head-count of the persons of whom they are in charge relay the information to RAMPS' ERA.

6.6.2 Visitors

- Visitors shall respond to directions given by members of the ERT.

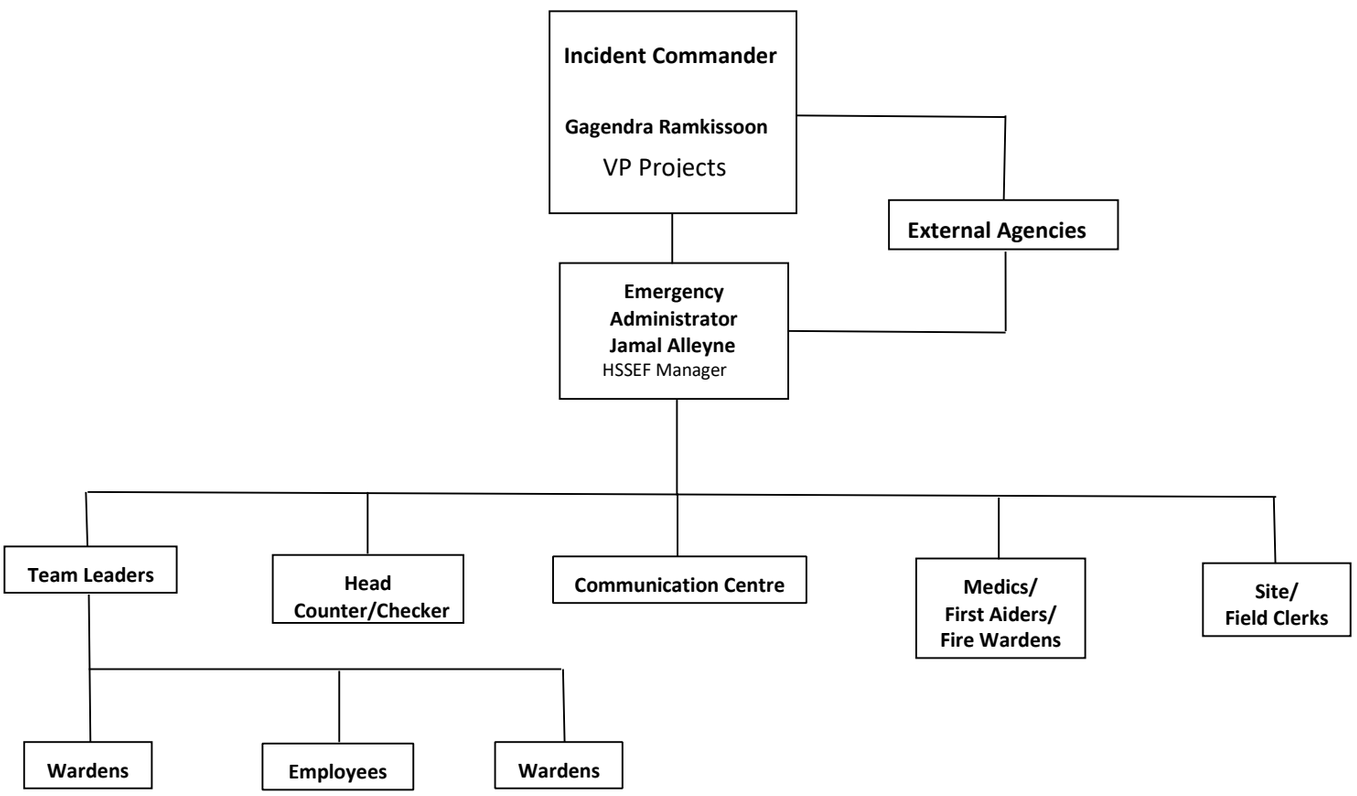
7.0 EO Organization Chart

In keeping with Ramps' commitment to sound environmental, health and safety practices, and more specifically, its vision of protection of members, property and the local community, Ramps has established an Emergency Organization (EO).

It is the intention that its EO will meet or exceed member safety needs, provide timeliness, quality, and magnitude of emergency response necessary to manage any hazards or medical emergencies.

Therefore, Ramps' Board of Directors and Senior Staff are committed to organising, training, and equipping the EO commensurate with hazards posed by the activities and any individual medical emergency that may arise.

If the emergency response needed can be more efficiently met by community response, the effort shall be supplemented through these external resources.



8.0 Emergency Notification List

8.1 Ramps On-Site Contacts

1. Emergency Response Administrators: CUNUPIA LOCATION

Primary Emergency Response Administrator

Name : Jamal Alleyne
Title : HSSEF// Manager
Office Number : 627-5664 Ext 10201
Cell Number : 293-0432

1st Alternative

Name : Kaielle Harris
Title : Senior HSSE Advisor
Office Number : 627-5664 Ext 10418
Cell Number : 269-0354

2nd Alternative

Name : Shaun Rampersad
Title : Chief Executive Officer
Office Number : 627 – 5664 Ext 10407 Cell
Number : 620- 2525

2. Emergency Response Administrators: POS/CHAGUARAMAS LOCATION

Name : Garvin Ramsook
Title : Senior HSSE Advisor
Office Number : 627-5664 Ext 20601
Cell Number : 704-4352

1st Alternative

Name : Jamal Alleyne
Title : HSSEQ Team Leader
Office Number : 627-5664 Ext 10201
Cell Number : 293-0432

2nd Alternative

Name : Shaun Rampersad
Title : Chief Executive Officer
Office Number : 627 – 5664 Ext 10407 Cell
Number : 620- 2525

8.2 Onsite Contractors (If present) Emergency Notification Contact

1. Emergency Response Administrators Primary Emergency Response Administrator
   Name:
   Title:
   Office Number:
   Home Number:
   Pager:

8.3 External/Supplementary Emergency Contacts

See attachments for easy Reference and Detailed Listing of the Emergency and Protective Services.

9.0 Emergency Shutdown of Systems

9.1 Electrical Disconnects for Shutdown- General and Normal

In the event of an emergency it may be necessary to shutdown sections of the building or the entire building itself. This shutdown may be immediate emergency stopping of the equipment at hand, normal shutdown of equipment once there is time or a gradual shutdown of the entire building.

The following section details the switches/disconnects to be used for both normal and emergency shutdown:

9.1.1 Electrical Disconnects

OPERATION	SWITCH LOCATION	COMMENT
POS OFFICE		
ENTIRE MAIN BUILDING:		
Main Electrical Panel.	On the south wall of the Main Office.	Switches off supply of electricity to the entire building and all equipment and appliances.
FREIGHT BUILDING:		
Electrical Panel.	On west wall on north side of building.	Switches off supply of electricity to building, equipment, appliances.
ACCOUNTS/IT/KITCHEN		
Electrical Panel.	On North wall of kitchen.	Switches off supply of electricity to building, equipment, appliances.
CUNUPIA OFFICE		
1ST BUILDING/FRONT BUILDING		
Lower Floor • Human Resources • Marketing • Personnel Logistics • Sales	Main Electrical Panel Eastern side of lower floor close to emergency exit	Switches off supply of electricity to building, equipment, appliances.
Upper Floor • Contracts & Proposals • Procurement • Pricing	Main Electrical Panel Eastern side of upper floor, labelled electrical panel	Switches off supply of electricity to building, equipment, appliances.
2ND BUILDING/BACK BUILDING		

• Documentation and Operations Department, • Freight Operations and Documentation Department, • Payroll Dept Office, • Chief Executive Officer Office, • Accounts Department • IT Server Room	Electrical Panel- North side of the building located Upper floor in Documentation Department. This controls all Electrical outlets and Lighting fixtures.	Switches off supply of electricity to building, equipment, appliances. Switches next to Electrical panel, controls all AC Units for the upper floor
• HSSEQ Department • Accounts dept • IT Dept • IT Server Room • Lobby Area	Electrical Panel- North side of the building located lower floor in IT Server Room This controls all Electrical outlets and Lighting fixtures.	Electrical Panel- South side of the building located lower floor in Lobby Area Room This controls all AC Units
R&D & EDO		
• R&D	Electrical Panel- Western side of the building located in Green Room (CEO Office) This controls all Electrical outlets and Lighting fixtures.	Electrical Sub Panel- Western side of the building located Green Room (CEO Office) This controls all AC Units
• EDO	Electrical Panel- Western side of the building located in Green Room (Conference Room) This controls all Electrical outlets and Lighting fixtures.	Electrical Sub Panel- Western side of the building located Green Room (Conference Room) This controls all AC Units

Switching off the electrical supply to the building itself can be achieved by switching the main incoming feeder at the South Wall of the Main Office with the exception of the Freight Office.

However, it is advisable that the supply be switched off by shutting down downstream devices [or the main feed to these downstream devices] whenever possible **(this is to ensure that devices are de-energized when the supply is brought back-up).**

WARNING! ONLY DESIGNATED PERSONS SHALL DO SHUTDOWN OR DISCONNECTING.

The buildings are supplied by T&TEC lines coming in at the northern part of the compound.

10.0 Emergency Planning, Preparedness and Operations

The objectives of pre-emergency attack planning are to make the most effective use of resources available and to provide the maximum level of service within the limits of existing conditions.

Generally, emergency planning, preparedness and operations at Ramps shall be considered in four areas:

1: MITIGATION — Is an on-going process involving the activities that would result in elimination or reduction of the probability of occurrence of a disaster. The mitigation of emergencies involves almost every activity at Ramps (e.g. proper use of appliances, driving vehicles, safe work instructions and safe work practices).

2: PREPAREDNESS — Is also an on-going process where activities are essentially focused on development of plans, procedures and the management of resources and training (e.g. first aid and emergency response refresher training.).

3: RESPONSE — Covers the provision of emergency assistance for persons, reducing further damage, and helping speed recovery operations.

4: RECOVERY — Short and long term activities that help return conditions to normal or improved levels after responding to an emergency situation.

11.0 Ramps Hazard Assessment

11.1 Probability of Floods

The site is located on a secondary street, Methuen Street, Woodbrook, Port-of-Spain. While the office buildings have previously not been subjected to flooding, adjacent streets have inadequate water run-off and have been subject to flooding. The street is also approximately less than 100' above the sea level of the Gulf of Paria. It is therefore, likely that flooding could occur.

11.2 Probability of Hurricanes

The Hurricane Season in the region extends from June 01 to November 30 in any given year. Trinidad and Tobago lies just south of the Hurricane Belt but have in the past felt the effects of hurricanes and storms and have been placed on HURRICANE ALERT on several occasions. It is therefore, reasonable to prepare for such an eventuality.

11.3 Fire/Explosion Hazard

Fire/Explosion hazards focus primarily around the following areas:

- Computers and Servers; A/Cs, Electrical Equipment and Appliances
- Kitchen - small cylinders; small appliances.

In the event of required emergency response to hazardous situations involving the above materials, the procedures outlined in **Section 16.0** shall apply.

11.4 Earthquake Probability

Trinidad and Tobago is located within the Eastern Caribbean. This region forms the eastern margin of what is known as the Caribbean Plate. Earthquakes occur in our region as a result of the Caribbean Plate riding over the North and South American Plates [which are said to be subducted]. Specifically, prior to 1982 most of our earthquakes were concentrated in two significant zones west of Trinidad – one zone is located north of the Paria Peninsula and the other is located in the Gulf-of-Paria. However, within recent times a number of earthquakes have occurred off the southwest coast of Tobago and east of Trinidad [Zones 3 & 4 respectively.]

Trinidad and Tobago is ranked in Zone 3 in accordance with the Structural Engineers Association of California (SEAOC 1990). Zone 3 represents a zone of relatively high seismicity based upon a seismic risk map of the country.

In conclusion, Trinidad & Tobago will continue to be affected by earthquakes.

11.5 Hazardous Material Release

Hazardous materials Stores off-site for customers include a range of cargo including combustibles and flammables (oils, solvents) and containerized gases (oxygen, acetylene). These are stored in small quantities, with the largest quantity being the 20 lbs gas cylinders used for cooking.

11.6 Other Hazards

The nature of activities make it such that, the other emergency that could arise is a medical emergency.

11.7 Security Hazards

Security hazards and threats are increasingly becoming a matter of concern to the business, commercial and industrial sectors. Appropriate processes and measures will be implemented to ensure the preservation of life and property.

12.0 ERT Medical Evaluations/Criteria

12.1 Medical Qualification/Interpretation

Members who participate in the Emergency Response Team are volunteers and therefore not required to meet any physical fitness requisites. They should however, be physically qualified to perform essential functions of an ERT member without undue risk to themselves, other members or the public.

Members with evidence of medical disorders that interfere with their ability to perform the duties of emergency response personnel and in whom accommodation cannot be made, shall not be determined to be physically capable of working on the ERT.

13.0 Training

All members of EO i.e. all persons, shall receive training to acquire required performance levels.

13.1 Training Frequency

Emergency response training shall involve introductory and refresher training in the exposures and those parts of the emergency response plan which the team member must know in the event of an emergency.

Generally, refresher training shall occur at least annually, however, it must be kept in mind that the emergency response plan must be reviewed with each member covered by the plan as follows:

- When the plan is developed.
- Whenever the member's responsibilities or designated actions under the plan change.
- Whenever the plan changes.

13.2 Training Content

The following elements should be covered as they apply to each member's function:

- Emergency escape procedures and emergency escape route assignments.
- Procedures to account for all personnel after an emergency evacuation has been completed. Preferred means of reporting emergencies.
- Names of persons or agencies/institutions that can be contacted for further information or explanation of duties under the plan.
- Member roles and rescue and medical duties in an emergency.
- Designated ERC, ERA and Emergency Response Team Leaders as well as their alternates.
- Training in the use and inspection of fire extinguishers.
- Emergency drills shall be conducted at least once every twelve months. These drills shall involve visitors and contractors.

13.2.1 Fire Training

Training shall be in accordance with the following:

- Site specific training shall involve all hazards associated with site activities.
- Fire protection water supply and the adequacy of maintaining the supply shall be taught to members.
- General fire safety concepts shall be taught to all members for use anywhere.
- Drills shall be conducted annually and will focus on determining and improving effectiveness rather than speed.

13.2.2 Emergency Medical Training Levels

Basic first aid and CPR shall be included in the training programme.

14.0 Training Records

Training records include attendance, performance objectives, copies of certificates and feedback evaluation. All training records will be maintained by the company Administration with a record of the resources available within the EO i.e. how many are trained in the various areas outlined in **Section 10.3** above. The records are to be updated each time a member recertifies and/or completes a new or refresher course.

15.0 Personal Protective Clothing & Equipment

No specific Personal Protective Equipment (PPE) requirements have been identified as being mandatory. I.e. clothing in addition to regular working clothes.

First aiders will be provided with first aid kits and latex or rubber gloves where there is the possibility of blood splashing on to their person.

16.0 Equipment to Be Used in Emergency Response Situation

16.1 Fire Equipment

Fire Equipment to be used:

- Portable fire extinguishers that will be sized and classed for the hazard exposure.
- Portable lighting equipment such as: extension cords (various lengths), torch lights and a supply of extra batteries.
- Salvage equipment: brooms, mops, cleaning items.

- First aid equipment - kits.
- Fire protection equipment is to be inspected and maintained according to the schedule and procedures established for the company.
- Any equipment found to be unserviceable shall be removed from service and replaced immediately.

16.2 Emergency Medical

Basic items will include:

- First aid kits
- Blanket

17.0 Special Pre-Plans

17.1 Evacuation Procedures

There are two types of evacuation that may be required in an emergency at the site. The first is a full evacuation and the second is evacuation of a part of a building multiple office buildings. The following guidelines are applicable in either a partial or full evacuation.

17.1.1 Evacuation Announcement

In the event of an emergency where evacuation may be required, the following will apply depending on the situation:

- **Standby Directive** will be verbally communicated which would indicate to:
  - All personnel that there is an emergency situation on the compound that may require evacuation and that they should proceed to shut down their appliances/equipment [where practical/applicable] and await further instructions from their respective Team Leaders on whether or not there is need for evacuation.
  - All Team Leaders should be aware there is an emergency situation and that they proceed to the Assembly/Muster Area **IMMEDIATELY**.
- **Evacuation Directive** will be verbally communicated which would indicate to all personnel that they should shut down their equipment and proceed with evacuation to the Assembly Point.

17.1.2 Equipment/Appliance Shutdown- Routine and Emergency

The Team Leaders will advise their members of the need for a shutdown of equipment according to the following:

- **Routine Shutdown-** Shall be followed whenever a situation that does not present imminent danger to members arises, e.g. Storm Warning, Earthquake without major damage.

  The Team Leader shall ensure that a staff and other persons e.g. visitors are commandeered for an orderly shutdown of the area.

The Team Leader is responsible for evacuation of the personnel after shutdown.

- **Emergency Shutdown-** Is warranted whenever there is imminent or life threatening danger to personnel e.g. severe earthquake or electrocution. If possible and if safety permits, shutdown any equipment requiring shutdown before leaving the area.

  Equipment within the immediate vicinity and within an employee's capacity to be shut down should be. The scope of the shut down should be determined by ERC (or Team Leader if the ERC is unavailable.)

  Ensure that personal safety is the first concern.

17.1.3 Safe Exit to Assembly Point

If an incident occurs which makes the building or any part of it unsafe for occupation:

-

- Depart the area in a safe and orderly fashion using designated evacuation/exit routes. Observe these guides-:
  (i) Walk - DO NOT RUN.
  (ii) Maps are posted in all rooms
  (iii) Become familiar with these maps and follow the directions for evacuation of the area.
- Upon reaching the outside, proceed to the designated assembly point.
- All ERT members will report to the Team Leaders unless directly instructed by the ERC to do otherwise.
- Report:
  a) Any hazardous situation that may endanger other personnel, to the ERC or Team Leader in a timely fashion.
  b) Any personal injuries or information on assistance given. Once you are at the assembly point you will be part of a head count.
- After reporting, contact the ERC for additional assignments.
- All personnel who are part of the ERT and are needed for critical activities must decide on the means and frequency of communication.

17.1.4 Head Count

The Team Leader is the person who is assigned to conduct the **TOTAL HEAD-COUNT.**

17.1.5 Partial Evacuation

In the event that only a part of the building needs to be evacuated, the above-mentioned procedures will also apply. All personnel will be advised of the evacuation areas.

However, members of the ERT and Team Leaders will report to the Commander. Employees should perform the following-:

- An orderly shutdown of appliances/equipment, if possible.
- Proceed to Assembly Point.

- Await further instructions from Emergency Response Team Leader or Emergency Response Team.

REMAIN IN A GROUP. DO NOT WANDER INTO OTHER ROOMS IN BUILDING.

17.1.6 Total Evacuation

All employees are to be advised of the evacuation areas. They shall be advised whether to execute routine or emergency shutdown procedures.

The following should be carried out:

- An orderly shutdown of equipment, if possible.
- Proceed to the designated assembly point
- If leaving after the head count, proceed to your vehicle. **Carpool as much as possible.**
- A checkpoint will be established by the ERT or approved external agency.

In the event of a total evacuation of the Cunupia offices, the two (2) main buildings shall be notified via the fire alarm system. Designated member of the ERT (HSSEQ) shall verbally notify employees located at Research and Development and Eldorado Offshore buildings of the emergency situation and the need for immediate evacuation.

17.1.7 Emergency Alarms

Based on the nature of the emergency situation outlined above one or a combination of the following alarms mechanisms shall be utilized to alert employees of the emergency situation;

- Fire Alarm Pull Stations
- Air Horns
- Verbal Announcements

17.1.8 Assembly / Muster Points

All Muster Point are clearly identified via signage (green & white)

<u>Cunupia Office</u>

Primary - East of Back Building

Secondary – South of Front Building

R & D – Western side of building (Garage)

EDO – Western side of building (Garage)

<u>Port of Spain</u>

North of office building across the street

<u>External Sites</u>

It is important that while conducting operation on external sites not controlled by Ramps Logistics that employees are made aware of designated Muster Points prior to conducting any operations.

17.2 Communications, Command and Control

17.2.1 Command Control Centre

- **The Assembly Point has been designated as the Primary Command Control Centre from where key decisions will be made.**

- **The Secondary Assembly Point shall function as the Alternate Command Control Centre.**

The key personnel needing to make crucial decisions regarding response to an emergency, and give directions for operations and maintenance (such as the Managing Director, Director, Team Leader, etc.) shall convene at the **Primary Command Control Centre** where possible for formulating and planning strategies and action.

17.2.2 Communication

A critical part of any emergency response programme is an effective and reliable communication system. RAMPS' communication system is as follows:

- Telephone- RAMPS' normal telephone service is provided by the Telecommunications
  Services of Trinidad & Tobago (TSTT.)
  There is one line with the number: **627-5664** - serving the building

17.3 EO Cooperation with the Local Community Resources

Emergency Response Drills will be conducted annually in order for all personnel to become familiar with the chain of command, to verify equipment compatibility if necessary (e.g. hose thread) and to ensure that the work of one group complements the other.

Periodic tours of the building by the local resources, which help them become familiar with the building layout, and available fire protection equipment will be facilitated.

The EO will become sub-ordinate to the local emergency response organisations such as the Fire Services or Police Service upon their arrival at the scene. In the event of a fire, the Wrightson Road Fire Department will immediately be called upon its discovery.

17.4 External Sites / Operations

Operations on external sites not controlled by Ramps Logistics shall only be conducted after all the relevant emergency response procedures for the specific sites are communicated to the Ramps personnel and sub-contractors involved in the operations. This can be done via site inductions and toolbox talks.

Key elements of the external (client) emergency response protocols that must be communicated can include but is not limited to;

- Muster / Assembly Point Locations
- Alarms (Testing dates / frequency)
- Emergency contact listing
- Emergency arrangements on site; signage, fire extinguisher, eyewash stations, ambulance, etc.

18.0 Natural Disasters

The Meteorological Service in Trinidad and Tobago is the sole authority responsible for warnings of bad weather in this area. They send their bulletins to the local media and to the Office of Disaster Preparedness and Management (ODPM).

18.1 Floods

Careful preparations and prompt response will reduce property loss and ensure personal safety. As such, flood forecasts and warnings are issued by the Meteorological Service at Piarco whenever there is enough rainfall to cause rivers to overflow their banks.

Flood warnings are forecasts of impending floods and are distributed to the public via radio and television and through local government emergency forces.

The warning message tells the expected severity of flooding (minor, moderate, or major), the affected river, and when and where flooding will begin.

Flash flood warnings are the most urgent type of flood warning issued, and are also transmitted to the public over radio, and television.

18.1.1 Flood Instructions

18.1.1.1 Flood Preparedness

- Know how many feet your property is above or below possible flood levels
- When predicted flood levels are broadcast, determine if you may be flooded.
- Keep a stock of food which requires little cooking and no refrigeration; electric power may be interrupted.
- Have a portable radio, emergency cooking equipment, lights and flashlights in working order.
- Ensure first aid critical medical supplies are at hand.
- Keep materials like sandbags, plywood, plastic sheeting, and lumber handy for emergency weatherproofing.
- If possible, ensure vehicles are fuelled. If electric power is cut off, filling stations may not be able to operate pumps for several days.

18.1.1.2 When you receive a Flood Warning

- Ask for the location of the nearest safe area.
- If flooding is likely and time permits, move essential items and furniture to upper floors.
- Store drinking water in closed, clean containers. Water service may be interrupted.
- If forced or advised to leave your location, move to a safe area before access is cut off by flood water. It is important to remember not to cross running water on roads.
- Cut off all electric circuits at the fuse panel or disconnect switch. If this is not possible, turn off or disconnect all electrical appliances.
- Shut off the water service and any gas valves.

18.1.1.3 During the Flood

- Avoid areas subject to sudden flooding.
- Do not attempt to cross a flowing stream where water is above your knees.
- Do not attempt to drive over a flooded road. You can be stranded and trapped.
- If your vehicle stalls, abandon it immediately and seek higher ground. Many people drown while trying to rescue their car.

18.1.1.4 After the Flood

- If water level is above your knees, wait until the water recedes before trying to travel on the road and through the waters.
- Do not use fresh food that has come in contact with flood waters.
- Test drinking water for portability; wells should be pumped out and the water tested before drinking.
- Do not visit disaster area; your presence will probably hamper rescue and other emergency operations.
- Do not handle live electrical equipment in wet areas; electrical equipment should be checked and dried before returning to service.
- Do not use lanterns or torches to examine buildings; use flashlights.
- Report broken utility lines to police, fire or other appropriate authorities.
- Keep tuned to your radio or television stations for advice and instructions from your local government on:
- where to go to obtain necessary medical care in your area
- where to go for emergency assistance like housing, clothing, food, etc.
- ways to help yourself and your community recover.

18.2 Hurricanes/Storms

Hurricanes:

- Can only form in waters 26.5°C and over.
- Cannot form close to the equator, the lowest latitude being 7-8° from the equator.
- Always form over water.
- Traveling over land they die.
- Are like a heat engine and must have an intake and an exhaust, the intake being on the surface of land or water and the exhaust in the upper atmosphere.
- Which enter cooler waters die.
- Rotate in an anticlockwise direction in the Northern Hemisphere and rotate in a clockwise direction in the Southern Hemisphere.
- Are Tropical Cyclones which sustain winds of 118km/hr and above.

A **HURRICANE WATCH** means a hurricane may threaten an area within 24 hours.
A Hurricane Watch is not a hurricane warning, but a first alert for emergency forces and the general public in threatened areas.

When your area is under a Hurricane Watch, you should continue normal activities, but stay tuned to radio or television for all Weather Service Advisories.

A **HURRICANE WARNING** becomes part of advisories when a hurricane is expected to strike an area within 24 hours.

Advisories containing hurricane warnings include an assessment of flood danger in coastal and inland areas, small craft warnings, gale warnings for the storm's periphery, estimated storm effects, and recommended emergency procedures.

During the hurricane you may experience:

- damage to small windows from wind-driven debris;
- larger windows may be broken by wind pressure;
- material and equipment may suffer water damage;
- flooding;
- contaminated water supply;
- beaches or other low-lying areas may be swept by high tides;
- interruption in electrical power supply and inoperable service stations for several days.

18.2.1 Hurricane Instructions

18.2.1.1 After Warning

- Contact the VP Projects and Director or Operations Team Leader to ensure they are aware of the weather conditions.
- The ERA, ERC and Team Leaders should assemble in the Office to review action plans and prepare for the hurricane. Waiting until the "last minute" to do the planning might mean you'll be marooned.
- ERC shall organize several groups to:
- Check windows: replace any missing panes, nail down loose frames and brace with wooden boards or board up certain windows completely.
- Tie down loose objects outside or take them inside (100 mph winds can make garbage cans, tools, signs, furniture and other items missiles.)
- Cover and store all material and equipment. Relocate containers of dangerous or flammable material to a sheltered area.
- Inspect roof coverings, nail down any loose coverings or weight them down with sandbags.
- Check your battery-powered equipment e.g. radio or lights.
- Check emergency cooking facilities and flashlights - they will be essential if utility services are interrupted.
- Store drinking water in clean, closed containers, such as jugs, bottles, and similar utensils.
- Keep your car fuelled.
- Keep your radio or television on and listen for the latest Weather Service warnings and advisories. If power fails, use portable battery radio or a car radio.
- Send home members as and when necessary.
- As hurricane/storm approaches, give warning to members staying on the compound to remain inside the buildings, but away from unbarred glass windows and doors. Open doors if a severe hurricane/storm is approaching. (>65MPH)
- Unless advised to evacuate, stay on the compound.
- If you are advised to evacuate, move to a designated shelter and stay there until the storm is over. Leave early; don't run the risk of being marooned.

18.2.1.2 Evacuation

If you are warned to evacuate and move to another location (including predesignated hurricane shelters) temporarily, there are certain things to remember and complete. Here are the most important ones:

- Follow the instructions and advice of local authorities.
- Evacuate promptly.
- If you are instructed to move to a certain location, go there - don't go anywhere else.
- If told to shut off your water, gas or electric service before leaving, do so.
- Also find out from the radio or television where emergency housing and mass feeding stations are located, in case you need to use them.
- Secure the buildings before leaving. If you have time and do not receive other instructions from the local authorities, lock the building doors and windows.
- Park cars in garages, if available, close windows, and lock the car (unless you are driving to your new temporary location.)
- Travel with care. If the local authorities are arranging transportation for you, precautions will be taken for your safety. However, if you are walking or driving your own car to another location, keep in mind these things:
  - Leave early enough so as not to be marooned by flooded roads, fallen trees, and wires.
  - Make sure you have enough gasoline in your car. Follow recommended routes - do not try to find short cuts of your own.
  - As you travel, keep listening to the radio for additional information and instructions from your local government.

18.2.1.3 During Hurricane

- Remain indoors during the hurricane.
- Beware of the "eye" of the hurricane. If the "eye" passes directly overhead, there will be a lull in the wind lasting from a few minutes to half-an-hour or more. Stay in a safe place unless emergency repairs are absolutely necessary.
  - Remember, at the other side of the "eye" the winds rise very rapidly to hurricane force, and come from the opposite direction.
- Remain in shelters until informed by those in charge that you may return to residences/buildings.

18.2.1.4 After Hurricane

- The ERT should check the grounds for damage such as fallen electric wires, fires, fallen utility poles, broken glass, damaged building structures, and leaks, and water damage.
- Use **extreme caution** in entering or working in buildings that may have been damaged or weakened by the disaster; they may collapse without warning.
- Don't take lanterns, torches, or lighted cigarettes into buildings that have been damaged by a hurricane; there may be leaking gas lines or flammable material present. Use battery-powered flashlights, spots, etc., if available.

- Stay away from fallen or damaged electric wires, which may still be dangerous. Notify the power company, or the police or the fire department.
- Check for leaking gas pipes. Do this by smell - don't use matches or candles. If you smell gas:
    - Open all windows and doors; o Turn off the main gas valve at the meter; o Leave the house immediately; o Notify the gas company or the police; o Don't re-enter the house until you are told it is safe to do so.
- If any of your electrical appliances are wet, first ensure the main power switch in the building is off, then unplug the wet appliance, dry it out, reconnect it, and finally, turn on the main power switch. (**CAUTION**: Don't do any of these things while you are wet or standing in water.)
- If fuses blow when the electric power is restored, turn off the main power switch again and then inspect for short circuits in your home wiring, appliances, and equipment.
- Keep tuned to your radio or television stations for advice and instructions of your local government on:
    - Where to go to obtain necessary medical care in you area;
    - Where to go for emergency assistance for housing, clothing, food, etc.;
    - Ways to help yourself and your community recover.
- Check food and water supplies before using them. Foods that require refrigeration may be spoiled if electric power has been off for some time.

Also, do not use fresh food that has come in contact with flood water.

- Stay away from disaster areas. Sightseeing could interfere with first-aid or rescue work, and may be dangerous as well.
- Don't drive unless necessary, but if you must, drive with caution. Watch for hazards to yourself and others, and report them to local police or fire departments.
- Report broken sewer or water mains to the Water and Sewerage
  Authority.

REMEMBER: Hurricanes moving inland can cause severe flooding.
Stay away from river banks and streams until all potential flooding is past.

18.3 Earthquakes

In the event of an earthquake, it is important that employees remain calm and take the following action:

- If the tremor is severe to the point where equipment has been damaged and / or major fires have occurred, the emergency would assume proportions similar to 'Fire and Explosion"
- Employees in operational areas should move to an open area or the nearest perimeter roadway and proceed to the Assembly Points.

- Employees in buildings should get under a desk/sturdy table or brace themselves in a doorway or corner. In choosing a location, employees should stay clear of windows, bookcases and other heavy objects.
- Employees who are driving should pull to the side of the road, park the vehicle and proceed to a safe location. Parking near power lines should be avoided.
- A thorough check for gas leaks/ruptured utility supply lines in each area must be done by utilities and other operations personnel immediately after the tremor.
- Do not return indoors until an official all-clear is given.

An earthquake is a shaking or trembling of the crust of the earth, caused by underground volcanic forces or by breaking and shifting of rock beneath the surface.
Most natural hazards can be detected before their threat matures, but not earthquakes.
The actual earth movement of an earthquake is seldom a direct cause of death or injury. However, this movement causes collapse of buildings and other structures.

Most casualties result from:

- falling bricks and plaster;
- splintering glass;
- toppling furniture, collapsing walls, falling pictures and mirrors;
- rock slides on mountains and hillsides;
- fallen power lines;
- sea waves generated by earthquakes;
- fire resulting from broken gas lines and spillage of gasoline and other flammables

  - a danger which may be aggravated by lack of water due to broken mains; drastic human actions resulting from panic.

18.3.1 Earthquake Instructions

18.3.1.1 Earthquake Preparedness

- Check for earthquake hazards.
- Bolt down or provide other strong support for water heaters and other gas appliances. Much fire damage has resulted from toppled appliances and broken gas lines caused by earthquakes.
- Place large and heavy objects on lower shelves of closets and storage areas.
- Brace or anchor high or top-heavy objects.
- Wire or anchor over-head lighting fixtures

18.3.1.2 During Earthquake

- Remain calm.
- Think through the consequences of any action you plan to take.
- Try to reassure others.
- Encourage others to follow your example.
- Don’t use candles, matches or other open flames during the tremor.
- Douse all fires.
- If you are indoors, get under a table or desk, or similar piece of furniture; in a corner away from windows; or brace yourself in a strong doorway.

- Watch for falling or flying plaster, bricks, light fixtures and other objects as well as sliding objects.
- Watch out for high bookcases, cabinets, shelves, and other furniture which might slide or topple.
- Stay away from windows and mirrors.
- If you are in a storage area, get under a table or any sturdy object or brace yourself in a strong doorway. Avoid stopping under anything that could fall.
- Do not dash for the exit. Choose your exit carefully.
- If you are outdoors, avoid high buildings, walls, power poles, brick or block walls, and other objects that could fall. Move to an open area away from all hazards.
- If in a vehicle, stop as quickly as safety permits preferably in an open area.

- Avoid stopping near trees, power lines, and overhead utilities. Stay in the vehicle until the shaking stops.

18.3.1.3 After the Earthquake

- Check for injuries and give first aid, where possible. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Contact the Director or Operations Team Leader to report any major injuries and request assistance.
- Be prepared to evacuate hazardous areas if necessary. Take with you: flashlights, radios and batteries. If evacuating, move to the assembly point.

Team Leaders should account for employees/personnel. Report any missing employees/personnel to the ERC or ERA.

- ERC shall assign a team of appropriate members to check for leaks, fires and fire hazards. Do not use matches or lighters until it has been established that there are no gas leaks.
- If gas leaks exist, shut off the main gas valve. ERC shall coordinate shut down of critical operations and utilities.
- Assign a team of appropriate members to check for electrical damage such as frayed wires, sparks, hot insulation. Shut off power if the wiring is damaged.
- Do not turn light switches on and off. This creates sparks which can ignite gas from broken lines.
- Check utility lines (water and telephone) for damage.

  If water pipes are damaged, shut off water supply at main valve. If water is off, emergency water may be obtained from hot water heaters, toilet tanks, melted ice cubes, and the water storage tank, if undamaged.
- Check buildings for structural damage and if deemed necessary evacuate until competent authority declares it safe to return. Stay out of severely damaged buildings; aftershocks can shake them down. Wear shoes in all areas near debris or broken glass.
- Check that sewerage lines are intact before permitting continued flushing of toilets.
- Clean up spilled medicines, drugs, and other potentially harmful materials immediately.

- ERC shall assign a communication coordinator to conduct the following:
    - Use of radio and/or television to get the latest emergency bulletins.
    - Use of hand-held radios and telephones only for emergency communications and for internal needs.
    - All other communication should be done face-to-face or over radio systems.
- All persons shall stay off the telephone, except to report an emergency i.e.
    - fires, hazardous material release, rescue, medical. Do not heed or spread rumors - they often do great harm following a disaster.
- ERC shall assign a record-keeper for the emergency.
- Do not eat or drink anything from open containers near shattered glass, as glass contamination may exist. Only if their use is essential should liquids be strained through many folds of a clean handkerchief of cloth.
- Check closets and storage shelf areas. Open closet and cupboard doors carefully to guard against objects falling.
- Do not touch downed power lines or objects touched by downed power lines. Assist with salvaging, where possible.
    - Respond to requests for assistance from police, firefighting, and relief organizations, but do not go into damaged areas unless your assistance has been requested. Co-operate fully with local authorities.
    - Be prepared for aftershocks.

NB: The natural disaster audit checklist shall be completed before and after any disaster.

18.4 Tornadoes

A tornado is a violent local storm with whirling winds of tremendous speed. It appears most times as a rotating, funnel-shaped cloud which extends toward the ground from the base of a thundercloud. It varies from gray to black in color. However, tornadoes may or may not be accompanied by the funnel cloud at the surface.

The tornado spins like a top and may sound like the roaring of an airplane or locomotive. These small short-lived storms are the most violent of all atmospheric phenomena, and over a small area (20 - 50 metre radius), the most destructive.

Within recent times the effects of small twisters have been felt on the island. They may also develop in conjunction with a hurricane. The Meteorological Service Issues covers weather warnings to the public over radio and television stations. It is important that telephone lines to the Meteorological Office be kept free at all times.

TORNADO WATCH means tornadoes are expected to develop.

TORNADO WARNING means a tornado has actually been sighted or indicated on radar.

Knowing what to do when a tornado is approaching may mean the difference between life or death. If you see any revolving, funnel-shaped clouds on a cloudy day, report

them by telephone immediately to the local police department, local government office, meteorological office or Office of Disaster Preparedness and Management - ODPM.

18.4.1 Tornado Instructions

18.4.1.1 After Tornado Watch Advisory

When a Tornado Watch is announced:

- Keep your radio or television on and listen for the latest Meteorological Service warnings and advisories.
- If power fails, use portable battery radio or your car radio.
- Keep watching the sky.

18.4.1.2 After a Tornado Warning Advisory

When a Tornado Warning is announced:

- Your best protection is an underground shelter or cave, or a substantial steel framed or reinforced concrete building. (If none is available, take refuge in other places as indicated below.)
- Alternatively, take cover under heavy furniture on the ground floor in the centre part of the building or in a small room on the ground floor that is away from outside walls and windows. Bathrooms/toilet areas are the best places inside a building to hide. (As a last resort, go outside to a nearby ditch, excavation, culvert or ravine.)
- Leave all windows open (small tornadoes move erratically and you cannot guess which side of the house will be affected), to reduce damage to the building.
- Stay away from windows to avoid flying debris.
- If advised that you are likely to be in the path of a tornado, and if time permits, electricity and fuel lines should be cut off.
- If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this - or if you are walking - take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.
- When possible, shut off electrical circuits and fuel lines if tornado approaches plant. Workers should be moved to sections offering the best possible protection, in accordance with advance plans.
- If in an Office Building, go to an interior hallway on the lowest floor, or to a designated shelter area. Stay away from windows.

18.4.1.3 After a Tornado Passage

- Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster, as they may collapse without warning.
    - Also, there may be gas leaks or electrical short circuits.
- Don't take lanterns, torches or lighted cigarettes into buildings that have been damaged by a natural disaster, since there may be leaking gas lines or flammable material present.

- Stay away from fallen or damaged electric wires - they may still be dangerous.
- Check for leaking gas pipes. Do this by smell - Don't use matches or candles. If you smell gas, do this: o open all windows and doors; o turn off the main gas valve at the meter; o leave the house immediately;
  - don't re-enter the house until you are told it is safe to do so.
- If any electrical appliances are wet, first turn off the main power switch, then unplug the wet appliance, dry it out, reconnect it, and finally, turn on the main power switch. (**CAUTION**: Don't do any of these things while you are wet
  or standing in water.)

- If fuses blow when the electric power is restored, turn off the main power switch immediately and inspect for short circuits in your home wiring, appliances and equipment.
- Check your food and water supplies before using them. Foods that require refrigeration may be spoiled if electric power has been off for some time.
- Stay away from disaster areas. Sightseeing could interfere with first-aid or rescue work, and may be dangerous as well.
- Don't drive unless necessary, and if you must, drive with caution. Watch for hazards to yourself and others, and report them to local police or fire departments.
- Report broken sewer or water mains to the Water and Sewerage Authority.
- Keep tuned to your radio or television station for advice and instructions of your local government on: o where to obtain necessary medical care in your area; o where to get emergency assistance for housing, clothing, food etc.;
  - o ways to help yourself and your community recover from the emergency.

19.0 Man-Made Disasters

19.1 Fire/Explosion

19.1.1 Initial Response

1st: Assist any injured persons requiring immediate attention and evacuate
2nd: Alert the Team Leader and any nearby members of the EO.
3rd: Begin fire extinguishing, if trained to do so.

19.1.2 Reporting the Fire

- Fires should be immediately reported Fire Department.
- Immediately after, alert the Fire Services, regardless of the size.
  - Give the building, exact location, size of fire, and if medical assistance is needed.
  - Ensure there is clear access for the fire brigade.

19.1.3 On Receiving Alarm

- Team Leader shall communicate alarm code to all persons on compound as directed by the ERC.
- Contact External Agencies for additional assistance.
- Establish radio contact with ERC and other EO members.
- Set up Command/Control Centre in the Office for the duration of the emergency.
- Monitor progress at the emergency scene and dispatch equipment and personnel as requested by the EO members.
- During the emergency, constant coverage of the security function must be provided.

19.1.4 Fire Fighting Equipment and Methods

19.1.4.1 Dry Chemical

- Pull the locking pin
- Squeeze the lever on top of the extinguisher to pressurize the extinguisher.
- Control the dry chemical released using a squeeze valve on the nozzle.
- Direct the dry chemical at the base of the flame with a side to side motion.

19.1.4.2 CO2 Extinguishers

- Pull the locking pin
- Squeeze the lever on top of the extinguisher.
- Grasp the handle of the horn and move to the fire with the hose and nozzle.
- Direct the CO_2 to the base of the fire or slightly above.

Never use CO_2 extinguishers in a closed area or down in a pit – it can create toxic by-products or displace oxygen.

Never allow exposed skin to contact metal fixtures on the hose nozzle of these extinguishers - the resulting extreme cold may cause frostbite and severe burns.

19.1.4.3 Water

- Pull the locking pin.
- Squeeze the lever on top of the extinguisher.
- Grasp the nozzle and move to the fire.
- Direct the agent to the base of the fire or slightly above.

CAUTION! Do NOT use water to extinguish gasoline or oil fires or while near or on any electrical equipment.

19.1.4.4 Fire Hoses

- Unwind hose until completely off of its reel.
- Connect the hose to the hydrant.
- Turn water valve on and direct water to the base of the fire.

CAUTION! Do NOT use water to extinguish gasoline or oil fires or while near or on any electrical equipment.

19.2 Hazardous Material Release (Leak or Chemical Spills)

Spill response procedures should be initiated in all of the following situations:

- Any amount of material spilled into a storm sewer or drain leading to the sanitary sewer.
- A material spilled into the business yard or released into the air in an amount sufficient to require requests for attention.
- Material spilled inside the building in volumes exceeding the following:
  - o 5 gallons of a corrosive material; o 30 gallons of a flammable material; o 55 gallons for other hazardous materials.

19.2.1 Initial Response

1st: Evacuate the immediate area.

2nd: Isolate the spill area to prevent others from entering it.

3rd: Notify Team Leader and call the ERC.

19.2.2 Reporting the Spill/Leak

- Immediately report spill or leak to Team Leader.
- Ensure ERA is informed.
- The ERA will summon the EO to the incident scene.
- Give:
  - o the location and nature of the incident.

19.3 Electrical hazards

19.3.1 Life Threatening (Electrocution or Severe Shock)

In this situation, where time is of the essence, the entire Building may be de-energized by tripping the Main Circuit breaker located in the South Wall of the Main Office.

CAUTION! Only qualified T&TEC employees or electricians should attempt to deenergize live electrical equipment.

19.3.2 Loss of Electrical Power (Total Building Power Failure)

When a total Building power failure occurs, if there are any questions or concerns about equipment, an attempt should be made to contact T&TEC or a qualified electrician.

Equipment or machinery that was known to be on, however, should be switched to the "OFF" mode.

19.4 Bomb Threat

Experience shows that over 95 % of all written or phoned bomb threats are hoaxes. However, the chance remains that the threat may be authentic and appropriate action should be taken in each case to provide for the safety of people and property, and to locate an actual explosive or incendiary device so that it can be neutralized.

While the responsibility for action rests primarily with the protective services, there may be a need for decisions by other persons also involved.
For example, decision whether or not to evacuate the building and where to send the people who are evacuated.

Bomb threat areas are almost invariably limited in size. Unless there is a multiple bomb threat, or searching covers a large geographical area, there is little need for activating the national emergency operating centres, as is required for forest fires, floods, hurricanes, and tornadoes which usually involve hundreds of people in a community and call for emergency public information and the co-ordination of several Emergency Services.

Bomb threats usually involve the management of a single structure and the local protective services during the search and detection phases.

19.4.1 Reporting Bomb Threat

Observe the following if a bomb threat is received, whether by phone, letter or word of mouth:

1st: Transmit the threat to the Incident Commander or Designate.

2nd: The Incident Commander or Designate will then communicate with the EO.

3rd: The Incident Commander or Designate will contact the Bomb Squad, and other personnel, as necessary.

19.4.2 On Receiving a Report of a Bomb Threat

- Evacuate immediately to designated area.
- If the Building is to be evacuated do not return until confirmation of security is issued by the members of the Bomb Squad.

- When the Incident Commander or Designate, Director or Team Leader decides the course of action, all persons should assemble at the designated Assembly Point. A control center will be established between the ERA and police.
- ERC shall coordinate nominating search teams (if required by the Bomb Squad) consisting of responsible persons in the EO to conduct preliminary searches.
- Persons familiar with it can search the building most effectively. The search can be as follows:
  - Teams can be formed and allocated a small part of the building to be searched until the entire premises are covered.

19.4.3 Conducting the Bomb Threat

- Do not move any unfamiliar or suspicious packages - report the object's description and location immediately to the official supervising the search procedure.
  It must be emphasized strongly to all persons searching, that any movement of an explosive device by untrained persons may cause detonation.
- If necessary, alert Police, Fire, Defense Force and Medical Services.
- If a strange object is found it should be assumed to be a bomb.
  - Unless required by duty to remain in the vicinity of the object, all personnel should be cleared form the area. Guides may be required to escort the bomb disposal team to the site.
  - The danger area should be marked and blocked off to at least 300 feet; the areas below and above the object should be included.
  - Search personnel may assist by checking to see that all doors and windows are open to minimize blast effects and damage if the bomb is detonated.

CAUTION! The use of two-way radios near the suspected object is dangerous - radio frequency energy can cause detonation of electrically operated blasting caps.

19.4.4 Removing the Object

- Any removal of the suspicious package should be the responsibility of the Bomb Disposal Specialists.
- The Police/Fire should dispatch specialists with Bomb Disposal Training, either from its department, or if not available, specialists should be obtained from the Bomb Disposal Unit of the Trinidad and Tobago Regiment (Telephone # 634-4380).
- Basic safety measures to be observed must include: o Open doors and windows to allow escape of explosion pressure and reduce damage if there is a detonation.
  - Turn off gas and flammable fuel lines if present.

- Do not congregate around the person who is working on the object - if there is an explosion, there will be more casualties.
- Avoid handling the suspected object directly - Use either a long pole or a long rope with a loop attachment to drag the device away, keeping as much distance and as many protective barriers between the object and disposal team as can be managed.
- Expect the object to be “booby-trapped.”

- Fire department will dispatch firefighting equipment to the vicinity of the threatened building to stand by for possible explosion and fires during removal.
- Emergency Medical Services, including hospital personnel, should make preparations to be ready to receive casualties if they occur.
- After the device has been removed to an area where it can be disarmed, consider methods to contain fragmentation while at the same time allowing provision for explosive force to be vented in a harmless direction.
- Once the bomb has been removed to a safe-handling area (e.g. a parking lot) and protective works have been erected, it should only be dealt with by trained bomb disposal experts.

19.5 Security Breach

In the event a breach was detected at Ramps Warehouse

- Monitoring Room officer will contact 999/555, CDA and Allied Police or EDC Solution simultaneously informing them of said breach, giving details of specific building, direction and informing them that a security officer from Ramps Logistics will meet them there.
- Monitoring Room officer is to contact Patrol officer or other officer on shift informing him of breach and advising him to head to the location awaiting the TTPS, CDA and Allied Security giving information on location, access, and egress- If the person is out on patrol or at the residence.
- Monitoring room officer is to contact Security Supervisor informing him on scenario.
- Security supervisor will then activate and proceed to site, contacting senior officers in the district ensuring that we get the requested support and information. For both CDA and TTPS.
- Security Supervisor will contact the incident commander (Gagendra Ramkissoon) informing him of the situation, giving an update on the situation.
- After contacting the relevant parties (Police Station) (CDA) Security Supervisor will keep abreast with key relevant information and pass it on to the incident commander (Gagendra Ramkissoon).
- The Security Supervisor to continuously monitor and provide feedback from Police Station and Security Unit until situation has been dissolved.

  NB: Dissolved – all physical and human assets have been safely recovered and brought back to normalcy.
- Security Supervisor in conjunction with the Security Unit will prepare all relevant reports and ensure all submissions are made to relevant authorities up to and including Police Station and various departments within the security and senior management.

20.0 Medical Emergency Plan

A medical emergency can be defined as an incident in which someone is seriously injured, or is so crucial, they cannot reach to professional medical assistance for assistance.

Volunteer members will also be trained to administer first aid.

20.1 Initial Response (General)

In all medical emergencies the first person on the scene should:
Contact the Team Leader who will:

- Either commandeer a vehicle as an ambulance,
  or
- Dispatch a First Aider from his group.
  - **In either case, First Aid is to be rendered until professional medical services arrive or the patient is taken to professional services.**
  - And Contact the EA or Incident Commander.

20.2 Special Response Situations

20.2.1 Entrapment

The first person on scene should:

- Notify his Team Leader
- Team Leader notifies Managing Director, or Director
- The Team Leader assesses the situation and notifies: o Specific area if equipment needs dismantling;
- Notifies:
  - Ambulance
  - Medical Personnel

20.2.2 Electrocution

First person on scene:

- Notifies his Team Leader. (who notifies hierarchy);
- Turns off power or calls electrician to turn off power;
  - Calls First Aider/EO;
  - Releases victim - starts CPR.

21.0 Motor Vehicular Accident (MVA)

A motor vehicular accident (MVA) can be defined as the collision of a moving vehicle with another object.

MVA Involving a Medical/ Non-Medical Situation

In the event an MVA occurs and a medical situation (such as an injured person) the following steps are to be followed:

- Stop and switch off your engine to avoid fire and switch on your hazard warning lights.
- Driver will then inform his / her Immediate Manager/ Team Leader/Supervisor, the HSSEF Manager and the Security Supervisor.
- A notification will be sent to the Security department for their assistance by the HSSEF Manager, who will then activate the HSSE response team.

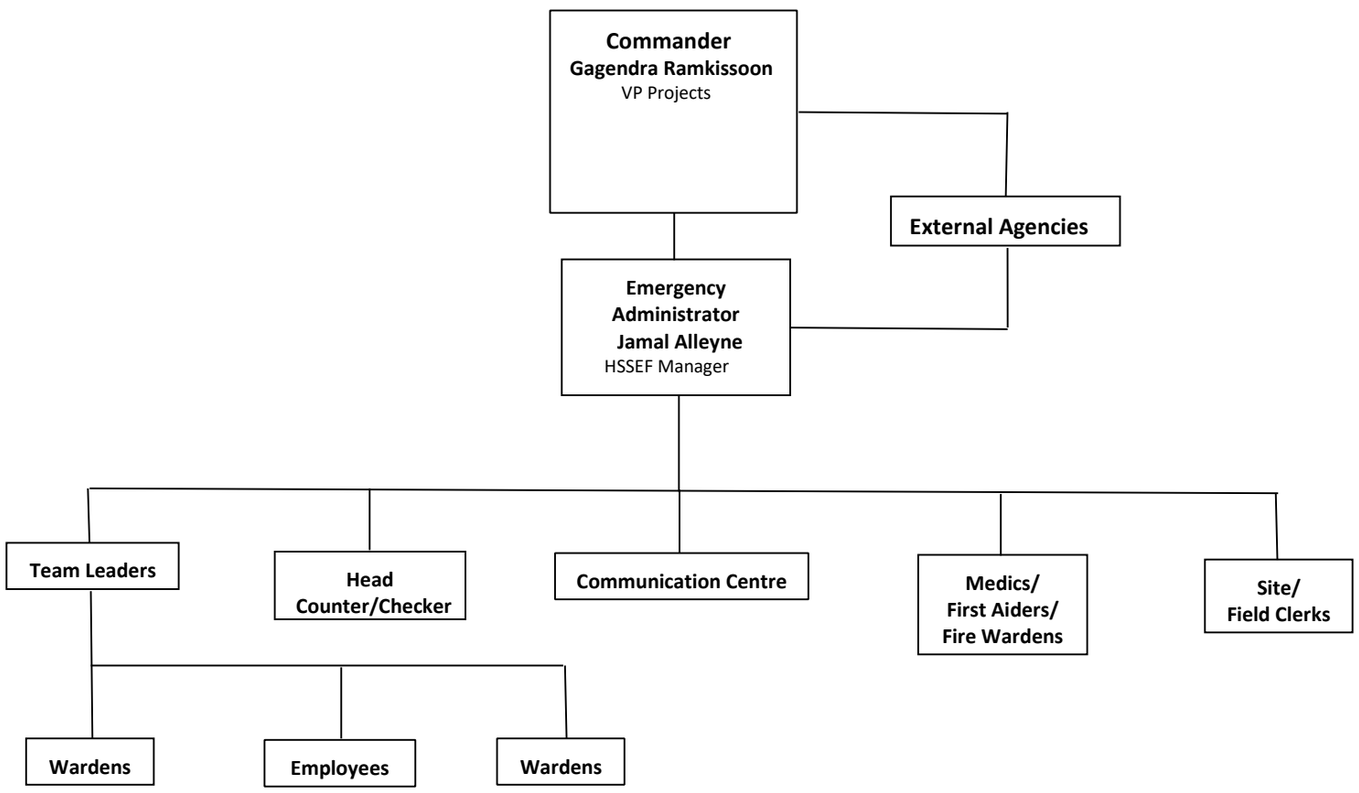
- The monitoring room officer will then ascertain information pertaining to the location of, status of persons involved, damage to vehicle involved in the MVA.
- Monitoring room officer will then dispatch the patrol officer to the location of MVA as well as activate external agencies listed the Medical Emergency Response Plan (MERP) accordingly (ambulance, fire, and police service).
- The emergency response team leaders (HSSE Advisors) and the patrol officer will ensure site of accident is secure and injured personnel is attended to immediately upon arriving at the scene.
- The damaged vehicles shall only be moved when the external agencies arrive on the scene.
- Once injured persons are attended to then the vehicle must be secured, and report must be made to the nearest police station.
- If injured persons require external medical attention, the local government ambulance service or the company third party service shall tend to the injured person. (Company third part service shall be contacted by the EA based on non-availability by government ambulance services).
- The emergency response team leaders will liaise with the EA to give him real time updates of what is occurring onsite.

22.0 Attachments

TITLE	ATTACHMENT NO.
EO Organisation Chart	01
Emergency Phone Numbers	02
Hurricane Classification	04
Wind Conditions	05
Emergency Evacuation Layouts	06
Medical Emergency Response Plans	07

ATTACHMENT 01

EO ORGANISATION CHART



ATTACHMENT 02

EMERGENCY PHONE NUMBERS

REFERENCE

Ambulance	-	**811**
Fire Services	-	**990**
Police	-	**999**
ODPM	-	**800 - ODPM**
	-	**800 - 6376**
St John's Ambulance	-	**627 - 7792**
	-	**652 - 4989**
Red Cross	-	**627 - 8215**
	-	**652 - 2024**

EXTERNAL/SUPPLEMENTARY EMERGENCY AND PROTECTIVE SERVICES CONTACTS

AMBULANCE

Emergency Health Services	-	653 - 4343
Fire Services	-	625 – 2671
Eric Williams Medical Sciences	-	645 – 4673
Complex, Mt Hope	-	645 - 2640
POS General Hospital	-	623 – 2951 to 2952
	-	623 – 2954 to 2956
Accident & Emergency	-	623 - 2327
Red Cross	-	627 – 8128
(Mon – Fri – 8.00am – 4.00 PM) -		627 - 8214
7A Fitzblackman Dr	-	627 - 8215
San Fernando	-	652 - 2024
St John's Ambulance	-	627 – 8215
Wrightson Road		
St Clair Medical Centre	-	628 – 1451 to 1452
18 Elizabeth St		
West Shore Medical Clinic Ltd	-	622 - 9878
239 Western Main Road	-	622 – 9670
Medical Associates	-	662 – 2766
AbERAromby St	-	662 – 3256
St Joseph	-	662 - 3259
St Augustine Private Hospital	-	663 – SAPH
2 – 4 Austin St -		663 – 7274
	-	662 - 8888
Health Centre George St	-	623 - 5155
Health Centre Maraval	-	629 – 2043

FIRE SERVICES

Headquarters – Wrightson Rd	-	625 - 2671
Woodbrook	-	622 – 3575
Belmont Circular Rd	-	624 - 4222

POLICE

Woodbrook Police Station	-	627 – 4145
St Clair Police Station	-	622 – 4565
St James Police Station	-	622 – 9169
St James CID	-	622 – 0783
CID	-	623 – 3727
	-	627 – 4145

E – 999	-	640 – 4265
Guard & Emergency	-	623 – 7989
Fraud Squad	-	625 – 2310
Narcotics	-	625 – 3924
Traffic Branch	-	623 - 5869
Bomb Disposal Squad	-	990

OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT:

ODPM Hotline	-	***800 – ODPM***
	-	***800 – 6376***
ODPM	-	***640 – 1285***
4A Orange Grove Road	-	***640 – 8905***
	-	***640 – 8653***
	-	222 – 0619
	-	222 – 0722
	-	222 – 0745

UTILITIES:

WATER & SEWERAGE AUTHORITY (WASA):

St Joseph	-	662 – 2301 to 2307
	-	662 - 5444
San Fernando	-	653 – 7645

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION (T&TEC):

Port-of-Spain	-	800 – 8832
	-	623 – 8832
	-	623 – 5070
	-	623 – 2611 to 2617
San Fernando	-	657 – 7282

TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO (TSTT):

Port-of-Spain	-	625 - 3000
	-	824 - 8788
San Fernando	-	824 - 8788

PORT-OF-SPAIN CITY CORPORATION:

Port-of-Spain City Corporation	-	623 - 1121 to 1127

Knox St - 623 – 4464

FOOD AND DRUG ADMINISTRATION:

Food and Drug Inspectorate - 623 – 2834
- 624 – 5968

DEFENSE FORCE:

T&T Defense Force - 634 – 4463
Airways Rd Chaguaramas - 634 – 4532
PBX - 634 – 4554

REGIMENT:

Port-of-Spain - 625 - 4222
Regiment PBX - 634 – 4SSB
Teteron Barracks - 634 – 4772

COAST GUARD:

Coast Guard - 634 - 4440
Coast Guard PBX - 625 - 4939
Staubles Bay - 634 – 4439
- 634 - 4235

METEREOLOGICAL SERVICES:

Piarco Airport - 669 - 4282
Forecast Office - 669 - 4392

TELEVISION STATIONS:

Caribbean Communications Network (CCN) - 627 – 8806
CNC - 627 – 5996
IE TV - 622 – 7850
Win TV - 665 – 6278
- 665 -8578
- 671 – 2946

RADIO STATIONS:

TBC Radio Network - 623 - 9202
Radio 90.5 FM - 622 - 9050
Radio Jaagriti - 663 - 1027
Music Radio 97.1 FM - 622 - 9797
Hott 93 - 623 - 4688
Talk City 91.1 FM - 622 – 3780

NEWSPAPERS:

Guardian Newspapers - 623 - 8870
Express Newspapers - 623 – 1711 to 1715
Newsday - 623 – 4929 to 4931

NATIONAL HELICOPTER SERVICES:

Briko Air Services (Caroni)	-	669-5416 / 3915; 669 – 3521
National Helicopter Services Ltd. (Couva)	-	679-2628 / 9
	-	679-2630

OTHER:

Domestic Violence	-	800 – SAVE
Childline	-	800 – 4321
Rape Crisis Centre	-	622-7273

ATTACHMENT 03

HURRICANE CLASSIFICATION

(Saffir-Simpson Hurricane Scale)

CATEGORY	WIND SPEED (kmh)	WIND SPEED (mph)
ONE	119 – 153	73.96 – 95.09
TWO	154 – 177	95.71 – 110.00
THREE	178 – 209	110.63 – 129.89
FOUR	210 – 249	130.52 – 154.75
FIVE	249+	154.75+

ATTACHMENT

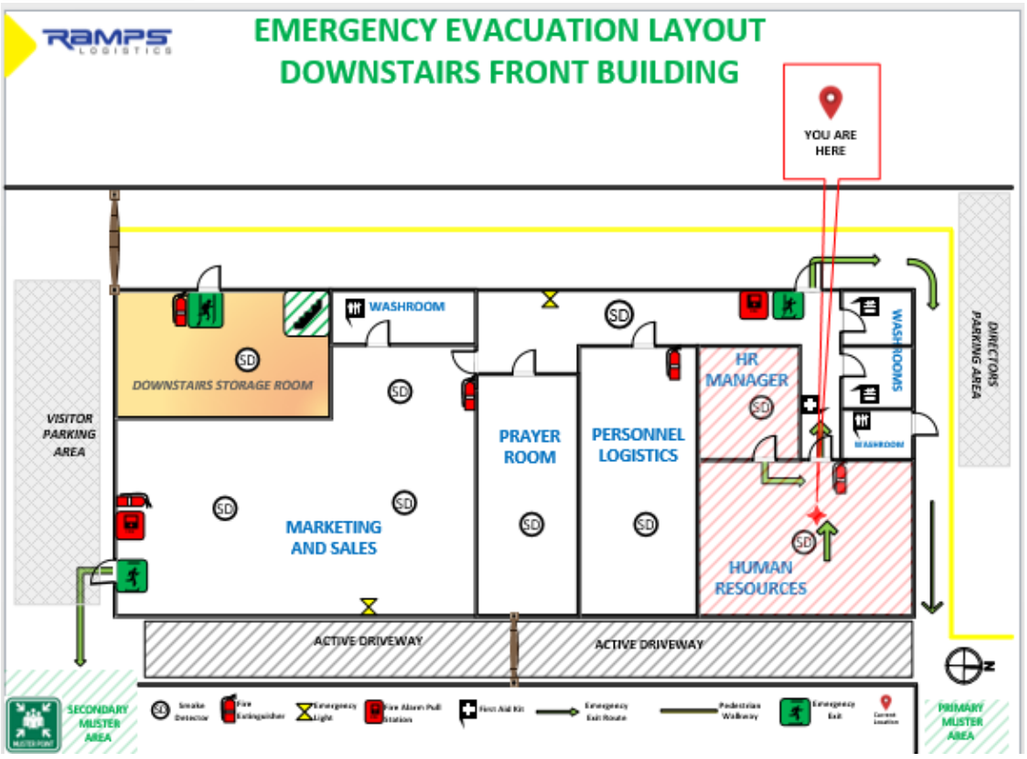
ATTACHMENT 04

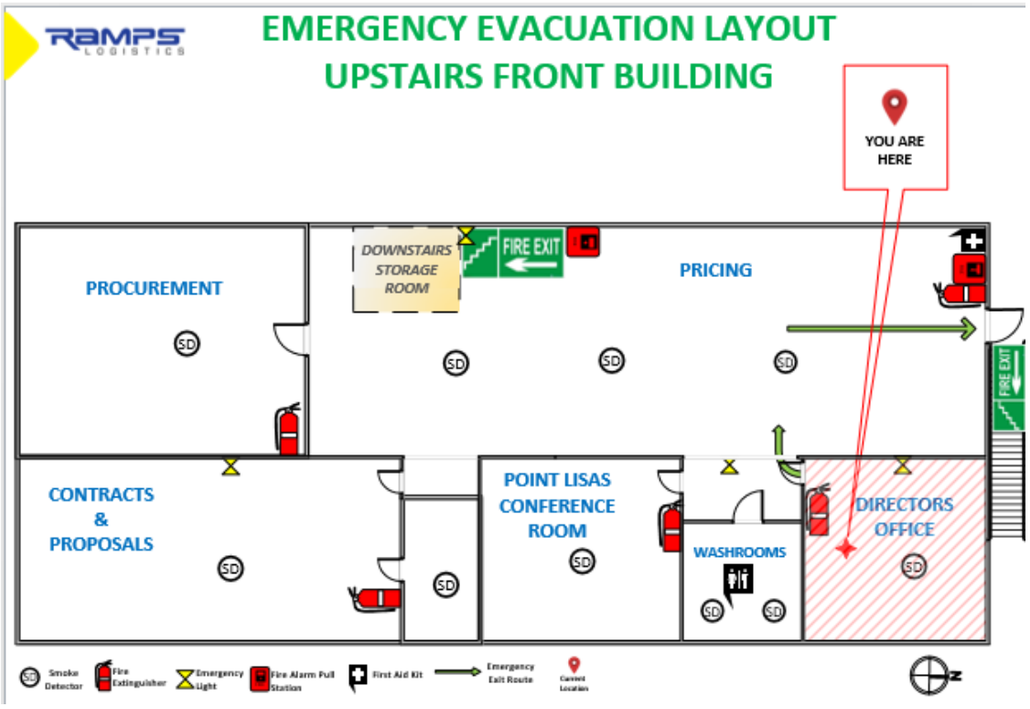
WIND CONDITIONS SCALE

WIND SPEED		*DESCRIPTION*
(mph)	*(kmh)*	
0 – 1	**0 – 1.609**	*CALM*
1 – 4	**1.609 – 6.436**	*LIGHT AIR*
5 – 7	**8.045 – 11.263**	*LIGHT BREEZE*
8 – 11	**12.872 – 17.699**	*GENTLE BREEZE*
12 – 18	**19.308 – 28.962**	*MODERATE BREEZE*
19 - 25	**30.571 – 40.225**	*FRESH BREEZE*
26 – 31	**41.834 – 49.879**	*STRONG BREEZE*
32 – 38	**51.488 – 61.142**	*NEAR GALE*
39 - 46	**62.751 – 74.014**	*GALE*
47 – 54	**75.623 – 86.886**	*STRONG GALE*
55 – 64	**88.495 – 102.976**	*STORM*
65 – 74	**104.585 – 119.066**	*VIOLENT STORM*
75+	**120.675+**	*HURRICANE*

ATTACHMENT

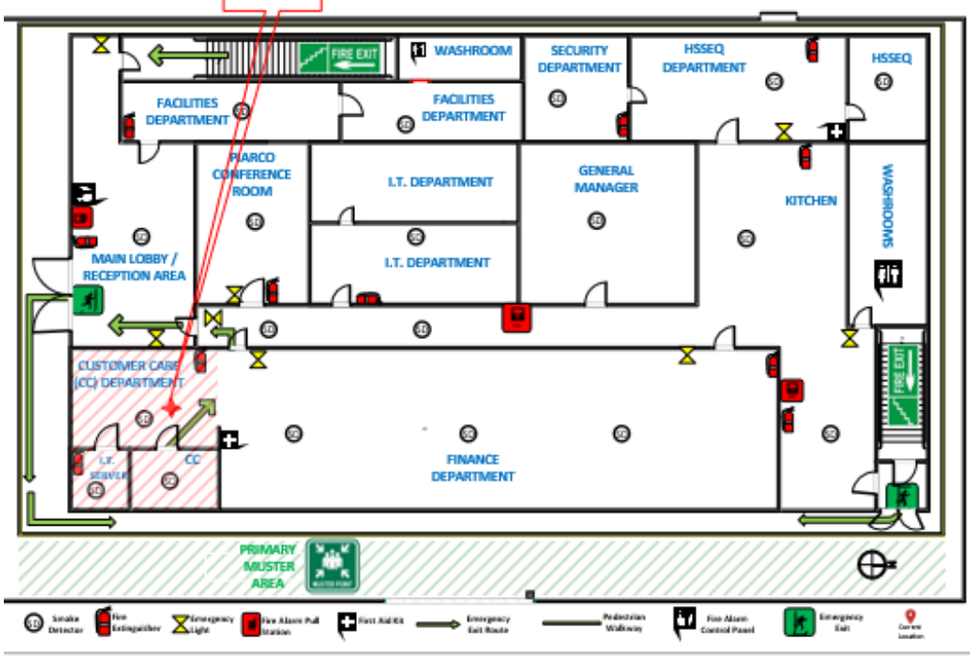
ATTACHMENT 05



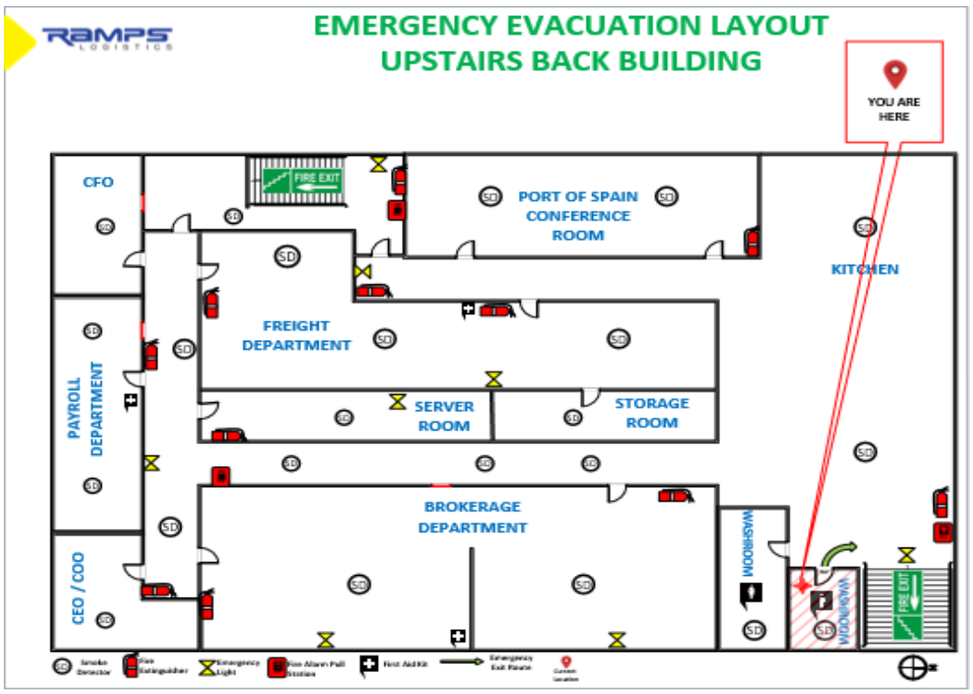


ATTACHMENT

EMERGENCY EVACUATION LAYOUT
DOWNSTAIRS BACK BUILDING



EMERGENCY EVACUATION LAYOUT
UPSTAIRS BACK BUILDING



ATTACHMENT

ATTACHMENT 06

RAMPS LOGISTICS MEDICAL EMERGENCY RESPONSE SUMMARY

RESPONSIBILITIES

Initial On-Site Response and First Phase Evacuation

1. STOP ALL WORK and ensure area is secured.
2. Inform nearest person on site: First Aiders, Fire Wardens and/or Security.
3. Contact RAMPS HSSE Advisor/ Manager, also inform the on-duty RAMPS project manager of the incident.
4. First Aider to stabilize injured person.
5. Provide patient particulars (including name, nationality, passport details, insurance details etc.) to the RAMPS personnel as well as treating medical facility:
   North: West Shore Private Hospital (Primary) and St. Clair Medical Centre (Secondary).
   South: Gulf View Medical Limited (Primary) and Southern Medical Centre (Secondary).
6. If additional medical attention is required RAMPS HSSE Advisor will contact Ambulance (Archangel Ambulance Service 800-5483).
7. RAMPS HSSE Advisor to complete investigation process inclusive of Incident Report form.
8. Report to be submitted by RAMPS HSSEF Manager.
9. Incident investigation to be conducted within 24 hours of incident by RAMPS HSSE Department and forwarded to client.
10. Follow-up on status of injured personnel to be done by RAMPS HSSE Department/Medical Doctor in conjunction with client.

KEY INFORMATION

Client Contact Details – To Be Available 24x7 for Authorization

Contact 1 Jamal Alleyne
RAMPS HSSEF Manager
Tel: +1 868 293 0432
Email: jamal.alleyne@rampslogistics.com

Contact 2 Gagendra Ramkissoon
Vice President Projects
Tel: +1 868 740 4651
Email: gagen.ramkissoon@rampslogistics.com

Contact 3 Kaielle Harris
Senior HSSE Advisor
Tel: +1 868 269 0354
Email: kaielle.harris@rampslogistics.com

Main Project Details

All work activities defined under the RAMPS Logistics Limited Operations.

Port Health Officer (PHO)

Port Health Officer (PHO) assigned for Pt. Lisas – Mr. Aleem Subaiso
Tel: + 1 868 789 2698

FIRST PHASE EVACUATION SUMMARY

Ground Ambulance (Activated by RAMPS)

Name: Archangel EMS Ambulance Services
Address: Corner Churchill Roosevelt Highway and Macoya Road, Macoya
Tel: +1 868 800-5483; 1 868 626-2775.

SECOND PHASE EVACUATION SUMMARY

In-Transit Care Facility

Name: Eric Williams Medical Sciences Complex (EWMSC)
Address: Uriah Butler Highway, Champ Fleurs, Trinidad & Tobago W.I.
Tel: + 1 868 225 4673

Name: St. Clair Medical Centre
Address: #18 Elizabeth Street, St. Clair, Port-of-Spain, Trinidad and Tobago W.I.
Tel: + 1 868 628 1451

Name: Couva Hospital & Multi-Training Facility
Address: Sir Solomon Hochoy Highway, Preysal, Couva
Tel: + 1 868 226 4263

Name: Gulf View Medical Center
Address: Gulf View Link Rd, San Fernando
Tel: + 1 868 285 4862

Name: Medical Associates Hospital
Address: Cor Albert & Abercromby Street, St. Joseph, Trinidad, W.I.
Tel: + 1 868 662 2766 / + 1 868 662 3256 / + 1 868 662 3259

Airport Information

Tel: +1 868 669 2288 (Airport Authority)

Name: Piarco International Airport, Port-of-Spain, Trinidad and Tobago (TTPP)

Operating hours: Open 24 hours with restrictions

Airport of entry: Yes

RAMPS On Call Medical Doctor (Occupational)

Name: Occupational Medical Providers Limited
Dr. Clint Ramasir
Address: 74A Southern Main Road, Couva, Trinidad W.I
Tel: +1-868-688-8505; +1-868-221-9488

RAMPS Logistics Limited to verify First Phase Evacuation data in the MERP on a regular basis and update medical facilities.
RAMPS Logistics and Client to verify, retain and keep Second Phase Evacuation data in the MERP.

SUBSTANCE ABUSE POLICY STATEMENT

RAMPS Logistics Limited is committed to maintaining a safe and productive work environment at all locations and worksites. To further this goal, the company adopts this policy for a drug and alcohol-free work environment.

Compliance with this policy is a condition of employment, as the company will not assume any risk created by the presence of drugs, alcohol and controlled substances in the workplace.

Contractor and Client Companies are required to have in place a similar policy of commitment to a drug and alcohol-free workplace.

1. The use, sale, transfer or possession of illicit drugs or controlled substances without prescription on Company property or work sites is strictly prohibited. This Provision applies to all employees on Company-paid travel time and while conducting Company business on someone else's property.

2. The use, sale, transfer or possession of alcohol on any company property or work site is strictly prohibited. This prohibition and that contained in item 1 above apply to Company vehicles, as well as private vehicles on Company property or work sites.

3. Any employee being at work under the influence of alcohol, drugs or controlled substances is strictly prohibited. No employees will be permitted to remain at work when performance is affected by alcohol, drugs or controlled substances.

4. Where appropriate and permitted by law, testing will be utilized to determine the presence of alcohol, drugs or controlled substances. This includes Pre-Employment, Random, "For Cause" and Post Incident Testing.

5. The Company reserves the right to conduct searches or inspections of an employee and his/her personal belongings for cause or as part of a general inspection as a means of enforcing the provisions of this Policy. Such searches or inspection may include but may not be limited to, for example, employee's personal effects, lockers, desks, lunch boxes, purses, brief-cases and private vehicles located on Company premises or work sites.

6. Any visitor or employee of a contractor found in violation of this Policy will be refused entry to or removed from Company premises.

7. Violation of this Policy may result in disciplinary action up to and including discharge.

8. Any and all exception(s) to this policy must be approved by the Ramps Logistics Chief Executive Officer or Executive Chairman in writing and in advance of any such exception(s) being taken.

RAMNARINE RAMPERSAD
EXECUTIVE CHAIRMAN

8th July 2022
DATE:

SHAUN RAMPERSAD
CHIEF EXECUTIVE OFFICER

8th July 2022
DATE: