ESTOY SEGURO, ESTAMOS MAS SEGUROS

I AM SAFE
WE ARE SAFER

La unión hace la fuerza
Individualmente, todos podemos marcar la diferencia en nuestro equipo. Esperamos que todas y cada una de las personas cumplan nuestras Reglas para Salvar Vidas, reconociendo su responsabilidad personal para garantizar la seguridad en el trabajo.

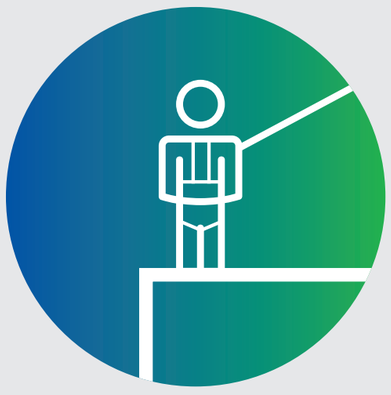
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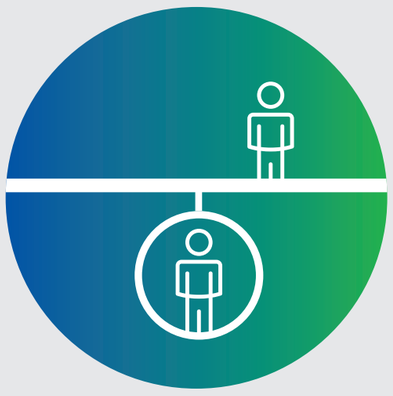
REGLA 1.
EVALUACIÓN Y CONTROL DE RIESGOS



REGLA 2.
VERIFICACIÓN DE AISLAMIENTOS



REGLA 3.
TRABAJO EN ALTURAS



REGLA 4.
ESPACIO CONFINADO



REGLA 5.
LINEA DE INTERVENCIÓN



REGLA 6.
BARRERAS DE SEGURIDAD Y SEÑALIZACIÓN



REGLA 7.
OPERACIONES DE IZAJE



REGLA 8.
VEHÍCULOS/ EQUIPOS OPERATIVOS



REGLA 9.
APTO PARA LA ACTIVIDAD

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Document Title:	**HSE Operations Manual**		
Please select document type:	Policy		
	Manual	**X**	
	Procedure		
	Process		
	Guidance Doc		
	Form		
	Work Instruction		

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- Document was amended from the EnerMech Corporate HSE Operations Manual - ENM-Man-202, for the Americas business unit.
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- **07.05.2018 –** Owner name and title change, QC Check Name and title change.
- **01.02.2019 –** Change Section 4.7, add list of process, procedures, and forms.
- **02.15.2020 –** Change owner
- **10.4.2021 – Added requirement to 2.3. , 4.13**

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NB: This document is uncontrolled when printed
Please refer to electronic document management system for clarification on latest revision

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1.0 PURPOSE & INTRODUCTION

EnerMech was established in May 2008 and is now an established provider of mechanical services solutions to the energy services sector. We have extensive engineering offices, workshops and storage facilities located in each of the key oil and gas markets.

We provide our customers with innovative and cost effective solutions with an uncompromising focus on safety and service excellence.

1.1 Introduction to the HSE Manual

a) This HSE Operational Manual – *Americas* is the primary document of the Health, Safety and Environmental Management System. This manual fulfills the documenational requirements of the BS Occupational Health & Safety Assessment Series ISO 45001 (section 4.1) and of the International Standard for Environmental Management Systems, ISO-14001-2015 (section 4.2). The Manual formalizes the Company's Health, Safety and Environmental Program, Policy and Procedures. This Manual documents **EnerMech's** adherence to the Health, Safety and Environmental legislation, regulations and contractual requirements related with the Company's' business.

b) The effective implementation of approved procedures shall be the responsibility of the personnel involved in the various activities. Demonstration that procedures are fully implemented shall be made by: HSE Inspections, Health & Safety System Audits, Environmental System Audits, Management Reviews and any other relevant methods as identified by Manuals, Procedures or Work Instructions

c) The Standards require that information be maintained which:

- ✓ Describes the core elements of the management system and their interaction; and,
- ✓ Provides direction to related documentation.

d) The key sections within this manual are based on the structure of the OHSAS & ISO Standard. The level of detail included in each section varies as in some cases; the manual simply acts as a signpost to other relevant documentation e.g. procedures.

e) An important aim when developing this manual was to keep the amount of text to a minimum and enable the document to be understood and used at all levels throughout the organization.

f) This manual, in describing the core elements of the HSEMS and their interaction with other parts of the company, can be said to be incorporated within level 2 of the HSEMS. Level 3 incorporates all HSEMS related procedures, which are directly responsible for the operation and maintenance of the HSEMS framework e.g. document control and training. Level 4 instructions, forms and checklists are those, which have been developed to control the significant health, Safety & Environmental aspects and fulfill the operational control requirements of ISO 45001 & ISO 14001-2004.

g) The structure of the three levels of information and their interaction with the Company's Quality and Health & Safety systems supports the integrated approach to QHSE that is adopted by **EnerMech**.

2.0 SCOPE

2.1 Company

The scope of this manual is for **EnerMech** ***- Americas,*** covering all of the engineering products and services that we offer to the international industry:

- Construction & commissioning, operation, maintenance, inspection, spares management & healthcare and provision of specialist personnel covering: cranes, lifting gear, winches and lifesaving equipment.
- Rental, sale, service and testing of hand and power tools and equipment
- Management, sale, maintenance, inspection, manufacture, assembly and testing of hydraulic hoses and associated equipment.
- Design, manufacture and commissioning of hydraulic systems
- Installation and maintenance of hydraulic and fluid systems
- Provision of training services.
- Pipeline, Process & Umbilical Services

2.2 HSEMS

a) The **EnerMech** HSEMS is consistent with the requirements of ISO 45001 & International Standard for Environmental Management Systems, ISO 14001-2015.

b) The HSEMS is based upon the dynamic cyclic process of plan, implement, check and review. Through these actions, the HSEMS will enable **EnerMech** to:

- ✓ Establish an appropriate QHSE integrated policy;
- ✓ Identify their significant health, safety & environmental impacts;
- ✓ Identify the relevant legislation which affects them;
- ✓ Set objectives and targets in order to manage health & safety and the environmental impacts identified;
- ✓ Run a program of health & safety management to achieve the targets set.
- ✓ Run a program of environmental management to achieve the targets set.
- ✓ Carry out audits and reviews to update the HSEMS.
- ✓ Be capable of adapting to changing pressures in relation to relevant legislation, industry standards & environmental issues.

c) Further information can be obtained from the relevant Standards and from;

- ISO 45001 – "Guidelines for Implementation".
- ISO 14001-2015 - "Environmental management systems - General guidelines on principles, systems and supporting techniques".

d) Copies of the documents related to the above can be found in the **EnerMech** network *'R' drive* or by contacting QHSE, Operations or the relevant departmental manager.

2.3 Management Review

a) **EnerMech** carries out an Annual Management review of the Health, Safety & Environmental (HSE) Management Systems to ensure that they are being complied with. The scope of this review is to compare the existing arrangements with:

- Requirements of relevant legislation dealing with HSE Management issues.
- Existing guidance on HSE Management available within the organization and industry.

- Best practice and performance in the oil industry and other appropriate industries etc.
- Efficiency and effectiveness of existing resources devoted to HSE Management.
- Continual improvement of performance and effectiveness of the HSE Management Systems.

b) The outcomes of the Management review will be used in the development of **EnerMech** Annual Programs for Health, Safety and Environmental Management. In addition, the management review outputs shall be shared with the organization.

3.0 RESPONSIBILITIES

Personnel	**Responsibility**
Regional President	Ultimate responsibility for the success of the HSEMS through providing adequate resources for its operation and maintenance.
Safety & Environmental Committee Members	The committee is responsible for the identification of health, safety & environmental issues and for the setting of objectives and targets (which may be actioned by themselves or submitted for approval by the directors).
All employees	All employees are responsible for familiarizing themselves with the Company QHSE policy as identified and explained upon their induction training and for observing and using any appropriate procedures, training and equipment with which they are provided that relate to the HSEMS.
QHSE Management Representative	Responsible for ensuring that HSEMS requirements are established, implemented and maintained in accordance with ISO 45001 & ISO 14001, and reporting on the performance of the HSEMS to senior management for review and as a basis for improvement of the HSEMS.

a) The Standard requires that roles, responsibilities and authorities shall be defined, documented and communicated in order to facilitate effective HSE management.
b) The *Regional President*, Operations and/or QHSE Management Representative is the focal point for the HSEMS within **EnerMech**, although all employees have a level of responsibility within the HSEMS.
c) As required by the Standards, the *Regional President*, Operations or QHSE Management Representative has defined roles, responsibilities and authority as detailed in the table above.

3.1 Regional President

The *Regional President* is responsible for providing the resources and developing the organization necessary to implement **EnerMech** HSE policies and for ensuring that the policies are effective, reviewed and updated on a regular basis.

3.2 Management Representative - QHSE

a) **EnerMech** has a QHSE Representative *(QHSE Manager-Americas)* to act on behalf of the Company in all Health, Safety and Environmental (HSE) matters.
b) The QHSE Representative (in conjunction with the *Regional President*) is to maintain the Health, Safety and Environmental (HSE) Manual and to update the HSE Management Systems to ensure its effectiveness and stability.
c) The QHSE Representative has been given the remit from the *Regional President* to be free from any constraints. This ensures the implementation of the HSE Management Systems and to ensure that the system is maintained in accordance with the current *Regional Legislation, International Standards and/or Client contractual requirements*.
d) The QHSE Representative will report to the *Regional President* upon the performance of the HSE Management Systems at Management and Monthly Review meetings.
e) The QHSE Representative shall liaise with "external parties" on matters relating to Client/Suppliers HSE Management Systems (as applicable) to ensure that HSE issues are maintained for Company requirements.
f) The QHSE Representative has the operational freedom to "audit and develop" the HSE Management Systems as required, or as directed by the **EnerMech** *Regional President.*

3.3 Department Managers

Directors and Managers are responsible for implementing all **EnerMech** and statutory requirements that is of direct relevance to the activities within their sphere of responsibility. Department Managers shall ensure that all work practices under their control are conducted in accordance with **EnerMech** policies. These include:

a) Assisting HSE Representatives in the development of HSE programs to address identified improvement opportunities in the HSE Management Systems.
b) The establishment of periodic audits to ascertain compliance to the standards established within the programs.
c) The establishment of training and development programs for all employees.

d) The establishment of procedures to ensure HSE factors is taken fully into account in the introduction of new methods, machines, materials, equipment and any changes, which may take place in relation to such.
e) The monitoring of suppliers to ensure compliance with **EnerMech** HSE Management standards and expectations.
f) The efficient management of repair and maintenance to ensure the supply of safe equipment.
g) The efficient management of accident/incident reporting, investigation procedures and effective follow-up.
h) Establishment of safe systems of work in all areas of **EnerMech** activities.
i) The direct liaison regarding matters of HSE with **EnerMech** personnel.
j) Efficient management of all aspects of environmental compliance related to their department.

3.4 Supervisors

Department/Job Supervisors who supervise personnel shall see that within their sphere of influence:

a) **EnerMech** procedures, instructions and HSE standards are understood and complied with at all times.
b) Workers are aware of their individual responsibilities as required by EnerMech policies, statutory requirements and individual job descriptions.
c) Work procedures relevant to an individual's responsibilities are understood.
d) All hazards or potential hazards are promptly reported and followed-up.
e) Work is carried out in a safe, efficient and environmentally friendly manner.
f) Personnel have adequate skills and knowledge levels in relation to the tasks to be undertaken.
g) Additional training requirements are identified and follow-up action initiated.
h) Personnel are briefed as to any potential work-site hazards.
i) Assist in the formulation of safe working practices and the development of procedures.
j) All HSE incidents are reported, fully investigated and followed-up.
k) Equipment is maintained in accordance with **EnerMech** standards and defects are identified and follow-up action is initiated to repair or withdraw defective equipment from service.
l) Personnel understand their roles within the location emergency plans.
m) Specialized Protective Clothing & Standard PPE are worn and/or implemented in the correct manner.
n) Consideration and assessment of environmental aspects and impacts related to their department.

3.5 Appointed Safety Representatives

It is the responsibility of appointed Safety Representatives to:

a) Familiarize themselves with HSE policies.
b) Promote safe working practices among employees.
c) Identify potential hazards, dangerous occurrences and environmental concerns where the interest of all personnel and the environment may be involved.
d) Communicate complaints relating to the occupational health and safety of all personnel.
e) Liaise with Department Managers and the QHSE Representative on workplace inspections and accident investigations.
f) Attend and play an active role in Monthly QHSE Meetings.
g) Participate in HSE Audits and communicate findings at the Monthly QHSE Meetings.
h) Advise and assist the QHSE Representative, *Regional President*, Department Managers and Supervisors with their HSE responsibilities.

3.6 Employees

It is the responsibility of all employees to:

a) Avoid harm to themselves and prevent harm to others.
b) Utilize / wear all issued personnel protective equipment (PPE) in the correct manner.
c) Be aware of, and comply with all relevant procedures.
d) Co-operate and participate in **EnerMech** HSE programs.
e) Make appropriate suggestions for improvement of HSE management.
f) Bring to the attention of their supervisor all hazards they become aware of, or can identify in relation to the location, task or activity. This will include environmental aspects.
g) Promptly report all accidents, incidents and environmental concerns in the correct manner.

4.0 PROCEDURE

4.1 Forward Planning

a) Planning can be used to implement Health, Safety and Environmental (HSE) Management organizational changes, risk management (assessment and control) and performance measurement. **EnerMech** Business Planning strategy is used to prepare plans for Quality, Health & Safety, Environmental and Business objectives. This planning process is used for development, implementation, review and continuous improvement of **EnerMech's** management systems and business performance in general.
b) During the business planning process key requirements are addressed to ensure that the HSE Management Systems are effective. These requirements include, but are not limited to:

- Defining **EnerMech's** business objective for HSE Management Systems
- Each action required to achieve the business objective is determined and prioritized
- An action plan containing the key elements is prepared to achieve each agreed action
- Each element of the action plan identifies the tasks and resources required.
- The business planning strategy is used in the budgeting process for each department
- Developing/selecting appropriate measurement criteria for performance management
- A review is carried out to measure the effectiveness of achieving objectives

4.1.1 Objectives & Targets

a) Objectives and targets set within the HSEMS are formally carried forward as described in the relevant action plan, Ref: *L:|EnerMech Mechanical Services Inc|QHSE*
b) The procedure ensures health & safety issues & environmental objectives and targets are integrated into everyday business activities in a similar manner to all other types of business objectives and targets. Individual responsibilities are defined and associated timescales set.
c) The Standards require that **EnerMech** establishes and maintains documented health, safety & environmental objectives at each relevant function and level within the organization.
d) **EnerMech** has developed a formal method for the setting of objectives and targets and for subsequently ensuring these are fulfilled.
e) The primary forum utilized for setting objectives and targets is the Management Review.

f) The objectives and targets set are subsequently carried forward and action assigned through existing, recognized channels within the organization, which are also used for other business objectives and targets.
g) It is considered essential that in order for environmental objectives to be fulfilled and for staff at all levels to observe the goals of the EMS that health, safety & environmental issues are treated in a similar manner to other business objectives.

4.1.2 Risk Management

a) **EnerMech** carries out Risk Management, which consists of Risk Assessments including the identification of hazards. The main purpose is to determine whether planned or existing controls are adequate. The intention is that risks are controlled before harm can occur.
b) A Risk Assessment based on a participative approach provides an opportunity for management and the workforce to agree that **EnerMech** HSE Management Procedures are:
   - Based on shared perceptions of hazards and risks
   - Necessary and workable
   - Successful in preventing/reducing accidents

c) Risk Assessment provides an inventory of actions and forms the basis of implementing control measures. The aim is that everyone conducts Risk Assessments with an objective view and a questioning approach. Competent people with a practical knowledge of the work activities, carry out Risk Assessments preferably with work colleagues from another department, who may have greater objectivity. Where possible small teams of personnel are trained to conduct Risk Assessments.
d) The basic steps taken in assessing risk are:
   - Classifying work activities
   - Identifying hazards
   - Determining risk
   - Evaluate risk
   - Prepare risk control plan
   - Review adequacy of risk control plan
   - Re-assess if required

e) In the planning of Risk Assessment, attention is drawn to the need to refer to the relevant regulations and guidance to ensure that specific legal requirements are met.
f) Assessments of all hazards will be integrated to give a balanced approach rather than carry out separate assessments for individual health hazards such as: Manual Handling; machinery hazards, etc.
g) The findings of Risk Assessments are recorded. The records include the following information:
   - Work activity
   - Hazards
   - Controls in place
   - Personnel at risk
   - Likelihood of harm
   - Severity of harm
   - Risk levels
   - Action to be taken following the assessment
   - Administrative details

h) Risk categories form the basis for deciding whether improved controls are required and the time-scales for action. The degree of control, effort and urgency is proportional to the assessed risk. The outcome of a Risk Assessment is a list of prioritized actions to arrange, maintain and improve controls.

i) Risk Assessments are seen as a continuing process, therefore, the adequacy of control measures are subject to continual review and are revised when necessary. If conditions change to the extent that hazards and risks are affected, the Risk Assessment is to be reviewed and changed accordingly with applicable control measures.
j) The Standard requires that EnerMech establishes and maintains a procedure for identifying the environmental aspects of its "activities, products or services that it can control and over which it can be expected to have an influence, in order to determine those which have or can have significant impacts on the environment".
k) The aspects related to those significant impacts are then considered when the Company sets its environmental objectives and targets.
l) In accordance with the Standard's requirements, a procedure has been developed which will enable new potentially environmentally significant activities, products and services to be identified, this will be documented in the Aspects and Impacts Register.

4.1.3 Legal & Other Requirements

a) The **EnerMech** HSE Management System has been developed to control and make effective use of information from all sources. **EnerMech** legal requirements as identified by Risk Assessments, Statutory regulations, Codes of practice and Contractual obligations, these tools shall be used to best effect to ensure that all activities benefit from improved operational and HSE practices.
b) Procedures have been developed to deal with information to and from external sources. Suppliers, manufacturers, statutory bodies, Industrial Advisory Groups and other third parties are important sources of HSE information. The HSE Management System and related documentation shall identify the methods used to obtain control and use such information.
c) The Standards require that **EnerMech** establishes and maintains a procedure for identifying legal and other requirements, which are applicable to the environmental aspects of its operation.
d) Legal and other requirements are monitored by **EnerMech** in order to ensure its activities, products and services are handled in such a way as to minimize the potential for environmental liability and where appropriate, conform to recognized codes of "best practice".

4.1.4 Management Arrangements

EnerMech makes arrangements for:

- The Business Planning strategy to cover the requirements for planning and setting of objectives including the personnel and resources required to implement the HSE Policies.
- Ensuring HSE Management knowledge, skills and experience is sufficient to manage activities safely, in an environmentally friendly manner and in accordance with legal requirements.
- Ensuring operational plans to implement the arrangements to control identified risks and operational control activities meet all legal and other requirements.
- Planning, implementation and review requirements relating to performance measurement, corrective actions, audits, continuous improvements and management review.

4.2 HSE Policy Statements

4.2.1 Integrated Health & Safety Policy Statement with QA and Environment.

Ref: ENM-Pol-101 Rev 08:

4.3 Risk Assessment & Management

a) Procedures have been developed for the identification of hazards and assessment of risks at all **EnerMech** work-sites. Investigations shall deal with the activities and working conditions etc. that may constitute a threat to the environment and the health & safety of **EnerMech** personnel or third parties. *Reference shall be made all applicable legislation, standards and codes of practice.*

b) Risk Management measures shall be put in place and maintained when risks have been assessed. These control measures are detailed in procedures and work instructions and effective monitoring of these measures is ensured by a program of quality, health, safety and environmental audits.

c) Risk controls will be determined with consideration to the following hierarchy;

- *Elimination*
- *Substitution*
- *Engineering Controls*
- *Signage/warnings and/or administrative controls*
- *Personal Protective Equipment.*

d) Records of risk assessments and associated controls will be documented and kept in L:\EnerMech Mechanical Services Inc\QHSE.

4.3.1 Hygiene

a) **EnerMech** premises shall be inspected periodically to ensure conformance to statutory requirements, records will be kept of the inspections.

b) Any external work-site that **EnerMech** equipment or personnel are located at will be deemed the responsibility of the Operator of that site.

4.3.2 Hazardous Substances

EnerMech has developed a Hazardous Communications Program (HCP), *ENM-AME-QHSE-PRO-305 Rev 05*, for its employees in compliance with 29 CFR 1910.1200. This program complies with the latest Globally Harmonized System (GHS) requirements. A copy of this program is available to all employees at L:\EnerMech Mechanical Services Inc\QHSE\Houston QMS.

4.3.3 Work Practices

Work practices shall be reviewed to identify hazardous activities and assess the risk to employees, third parties and the environment.

4.3.4 Equipment Maintenance

Procedures shall ensure that equipment is maintained to prevent risk to health, safety and the environment. Inspection of equipment is carried out to assess the quality and effectiveness of maintenance systems where management shall review maintenance practices to ensure that frequency and methods remain satisfactory.

4.3.5 Equipment Selection

a) The selection and/or modification requirements to rental equipment is generally managed by the Sales personnel in conjunction with the Workshop Manager. However where requested or appropriate **EnerMech** shall advise the Client of any modification ensuring that the health, safety and environmental aspects are given proper consideration.
b) The maintenance of Group equipment is an important element in the control of risk. Preventive maintenance systems ensure maintenance work is carried out on a regular basis, these systems provide traceability of maintenance activity and equipment history.
c) Where necessary **EnerMech** will utilize the services of an external engineering consultancy to produce design calculations and drawings to ensure compliance with all applicable standards and legislation. The external support will be utilized for both the design of new equipment and also the modification of existing equipment.

4.3.6 Employee Competence

The competence of employees in performing their duties is of major importance in the control of risk and this matter is further explained in Section 4.5 of this Manual.

4.3.7 Personal Protective Equipment (PPE)

Suitable PPE equipment shall be provided for the protection of employees. Procedures shall ensure that equipment, quantity, type and specification are defined and that obligations for use and maintenance are clearly stated.

4.3.8 Review of Performance Standards

Control measures are monitored by a program of HSE audits that identifies deficiencies and ensures that effective corrective action is taken.

4.4 Organization for Health, Safety & Environmental Management

4.4.1 Structure

a) **EnerMech** has a dedicated QHSE (Quality, Health, Safety & Environmental) Representative based in *the Houston, Texas office*. The primary function of the QHSE Representative is to ensure that **EnerMech** policies and procedures are understood and complied with and that advice and assistance is given when requested to the **EnerMech** companies globally when they are carrying out operational activities.
b) **EnerMech** Health, Safety and Environmental Management Systems follow a similar structure as the Quality Management System. This manual sets out the policy and general health, safety and environmental objectives and strategies of **EnerMech**. The level three (L3) documents consists of general operating procedures that define responsibilities and methods for planning and control that form an audit trail to enable system verification. A fourth level of system documentation consists of job specific documents such as Work Instructions, instruction manuals, checklists, forms and quality/health & safety and environmental plans etc.:

NB. All HSE work instruction and/or Guideline documentation is subject to the audit process.

4.4.2 Control

a) Health, safety & environmental responsibilities other than those detailed in this Health, Safety & Environmental Manual are defined in Job Descriptions issued to all **EnerMech** personnel. Responsibilities for specific aspects of health, safety and environmental management are detailed in procedures related to operational activities.
b) Job related Personal Protective Equipment (PPE) is issued to employees free of charge where related to their work activities. Immediate Supervisors and Employees are responsible for ensuring that PPE is in serviceable condition and used in accordance with safety instructions.

4.4.3 Co-Operation

a) **Health & Safety Management**

All employees are encouraged to participate in the development of systems by active involvement in the planning and revision of procedures and work instructions. HSE meetings provide a forum for the review and improvement of systems. The records of meetings are reviewed and where appropriate used in the revision of the systems. Management, Safety representatives and departmental personnel participate as appropriate, in the investigation of incidents or accidents.

b) **Environmental Management**

EnerMech has an Environmental Management Team, which is chaired by the QHSE Representative and consists of an identified group of personnel that reflect the needs of all **EnerMech** departments and processes.

The Team is responsible for the identification of 'environmental aspects' and for the setting of 'environmental objectives and targets' (which may be actioned by themselves or submitted for approval by Senior Management). The goal of the Team is to progress the environmental business strategies of **EnerMech**, this includes the ISO 14001 Environmental Management Certification.

4.4.4 Communication

a) HSE Management Systems have been developed to control and make effective use of information from all sources. Statutory regulations, standards and codes of practice shall be used to best effect to ensure that all activities benefit from improved operational and HSE practices.
b) Information systems shall be used to ensure effective communication of HSE policies and procedures to employees, which include the views and opinions of employees when review and revision of the system(s) are undertaken.
c) Procedures for "tool box talks" shall be implemented throughout **EnerMech** onshore/offshore and medium to high risk onshore operations. For client work-site/well-site operations communication of operational activities and concerns on HSE information between Client and **EnerMech** is essential and therefore records are to be kept.
d) Objectives and targets set within the HSEMS are formally carried forward as described in the Environmental Plan, Ref: *L:|EnerMech Mechanical Services Inc|QHSE* as required by ISO 14001-2004. This is accessible to all employees.
e) The procedure ensures environmental objectives and targets are integrated into everyday business activities in a similar manner to all other types of business objectives and targets. Individual responsibilities are defined and associated timescales set.

4.4.5 Competence

a) Systems shall be developed to provide evidence of employees' competence in the performance of their duties. The Competency Standards will be based upon the following:
   - Generic job related requirements
   - Specific job related requirements
   - Contractual requirements

b) Selection and recruitment shall be controlled to ensure that prospective employees have the potential to become proficient at their job. Training needs shall be identified and appropriate programs for training developed and implemented.
c) Employee performance shall be evaluated and where appropriate, training & development plans will be produced to suit the needs of the individual and **EnerMech** personnel.

4.5 Assessing and Assuring Competence

4.5.1 Responsibility

It is the responsibility of the *Regional President* in association with Department Managers / Supervisors to ensure all personnel are competent to carry out their duties and responsibilities.

4.5.2 Recruitment & Selection

During recruitment and selection the company takes the necessary steps to ensure the company is given the best chance of selecting the right people for their jobs. The recruitment of employees is based upon Job Description/specifications and the skills requirements for the position. Where necessary preferred applicants are required to undergo a pre-employment medical examination to establish their fitness for the type of employment in prospect.

4.5.3 Induction

All employees receive an introduction to the company that consists of information regarding the terms, conditions and benefits of employment. The induction process is tailored to the position for which the employee has been engaged but includes guidance on the Quality, Health, Safety & Environmental management and any other relevant department.

EnerMech implemented a safety observation system and encourage all new employees to play an active role in this pro-active process.

4.5.4 Client Work-Site / Company Work-Site and Offshore Personnel

a) All Client Work-site / Company Work-site and offshore personnel, regardless of length of service, are to receive induction training by a Client Representative on their first visit to an offshore installation/on-shore rig-site.

b) The induction shall include familiarization with the installation, safety rules and work routines and subject such as but not limited to the following:
   - Permit to work system
   - Alarm systems
   - Muster and evacuation procedures
   - Lifeboat procedures and stations.

   NB: If Group personnel are not given site inductions by the Client Representatives upon arrival the employee must approach the Representative to ask for site induction before commencement of work.

4.5.5 Training

A Training Plan is established for each person in the company upon employment; training is programmed and maintained to reflect the current industry and legislative requirements. Department Managers, Supervisors and those personnel responsible for work-site personnel review training Plans periodically. Training and development is carried out in accordance with the company's Training procedure.

a) ISO 14001 requires that **EnerMech** identify all personnel training needs. It requires that all personnel whose work may create a significant impact on the environment have received appropriate training.
b) The Standard also requires that procedures are established to ensure staff at all relevant functions and levels are aware of:

   ✓ The importance of complying with the QHSE policy, procedures and other HSEMS requirements;
   ✓ Their own work-related significant environmental impacts and the benefits of improved performance;
   ✓ Their roles within the HSEMS; and,
   ✓ The potential consequences of not complying with the HSEMS requirements.

c) In order to fulfill the above requirements, staff shall possess the relevant education, training and/or experience.
d) Internal Environmental Training is provided by the company to ensure good level of understanding in relation to environmental responsibilities.

4.5.6 Competence

Standards of competence are documented for each position, they take into account general job related competence requirements and special job related competence requirements. Personnel are assessed against these requirements and training and development requirements relevant to the individual are mapped out using the individual's Training Plan. All Job Descriptions require QHSE compliance and induction training is provided to maintain a satisfactory level of awareness for new employees etc. and all relevant training records are maintained.

4.6 HSE Communication

4.6.1 Policy Statement

The integrated QHSE policy statement has been prepared for the guidance of management, work force and third parties. The QHSE policy is to be fully understood by all company personnel. A copy of the QHSE policy statement is made available to all new employees at the employee's induction.

4.6.2 Meetings

a) Whenever possible or appropriate the Group site personnel will attend Client site safety meetings and where applicable they are to play an active role in the client's health, safety and environmental management systems.
b) QHSE meetings will be led by the *Regional President, Management staff, and/or the QHSE Staff* and all available **EnerMech** employees are required to attend or participate. (Operational activities permitting). The Meetings review health & safety performance, environmental performance, UOR's (Unplanned Occurrence Reports) and Customer Complaints (quality). The QHSE Meetings are used to exchange and relay relevant information and to encourage relevant discussion. On occasion specialist speakers give talks on relevant subject (e.g. First Aid, Drugs in Workplace etc.). Minutes of meetings shall be circulated to all attendees and appropriate personnel unable to attend.
c) Senior management meets as a minimum annually to review HSE Management performance and to plan future actions for the continuous improvement to the HSE Management Systems.

4.6.3 Site Visits

Site visits/audits shall include a review of HSE measures and any deficiencies or previously unidentified hazards shall be recorded and dealt with in accordance with the company's procedures. Site visits/audits shall be conducted as and when practical.

4.6.4 Information (External Sources)

A process has been established to deal with information to and from external sources. Clients, Suppliers/vendors, manufacturers, statutory bodies and other third parties are important sources of information on HSE matters and **EnerMech** procedures shall identify methods used to obtain, control and use such information.

4.6.5 Operational Communications

a) Procedures shall describe the method of dealing with HSE related operations that are heavily dependent on good communications. Such procedures shall include but are not be limited to:
- HAV Instruction
- PAT Testing
- Electrical Inspection
- Standards, Codes of Practice and Legislation
- Environmental Aspects & Impacts Register

4.7 HSE Management System Documentation

4.7.1 Document Control

a) **EnerMech** has an integrated approach to document control where the Integrated Management System (IMS) is the framework to control the HSE management system documentation.
b) The main advantages to this strategy is continuity of approach, this approach ensures that documentation is:
- Easily located
- Periodically reviewed (and revised as necessary)
- Only current revisions are available at the relevant locations
- Removed and/or appropriately identified if deemed obsolete

c) Environmental records shall be kept in accordance with ISO 14001, to ensure that requirements are maintained. Various testing & inspection records relating to environment which include; electricity & fuel consumption, etc.
d) The types of records kept for health & safety purposes include: Training records and Audit findings, these records will be kept in order to ensure that the EMS is sufficiently auditable for both internal and external verification of the companies' compliance with the Standard.

4.7.2 Operational Control

EnerMech shall ensure through plans, procedures, work instructions and any other documentation on operations that could have a significant impact on HSE are identified and management control is ensured by:
- Covering situations where their absence could lead to deviations from the HSE policies and the Business Goals.
- Identifying levels of responsibility and stipulating the operational requirements for HSE
- Covering all parties involved (e.g. alliance partners, sub-contractors and suppliers)

4.8 Purchasing & Control of Sub-Contractors

Procedures and control measures shall ensure appropriate quality, health, safety and environmental requirements are included in purchasing and sub-contractor control mechanisms. These should ensure that:
- Requisitioned/purchased items comply with accepted standards.
- Hazardous items are not unintentionally purchased.
- *Safety Data Sheets* are obtained *and must be approved prior to them being allowed on company or customer property.*
- Quantities of potentially hazardous/toxic substances purchased are recorded.
- Supplier/sub-contractor's safety and environmental capability is taken into account in awarding orders/contracts.
- Ensure minimal environmental impact where practicable.

4.8.1 Purchasing

a) The purchasing of materials and services shall be in accordance with the procurement guidelines procedure. Purchase Requisition/Orders shall be reviewed and approved by designated personnel to ensure order requirements (e.g. HSE specification, certification etc.) have been correctly stated.
b) The Materials Department personnel shall ensure that hazardous materials are identified and appropriate *SDS's* have been supplied with delivery. There should be no relaxation of these requirements for "urgent" material(s).

4.8.2 Inspection

a) All purchased goods shall be HSE inspected upon receipt from suppliers and faulty or non-conforming material(s) shall be identified and where possible segregated to prevent inadvertent use. Quality management procedures identify the appropriate action for disposition of such material(s).
b) Hazardous materials shall be handled and transported in accordance with data sheet instructions. Data sheets shall accompany materials to their destination.

4.8.3 Customer Supplied Material(s)

Customer-supplied material(s) shall be checked for HSE issues and dealt with according to **EnerMech** quality procedures. Faulty or non-conforming materials shall be segregated and documented instructions for disposition shall be requested from appropriate Customer representative.

4.9 Protection of the Environment

To maintain a synergy with our Clients management systems and the requirements of: ISO 14001-2004, control measures for the protection of the environment are integrated with **EnerMech** Health & Safety Management System as the aims and objectives have much in common.

4.9.1 Organization and Management

The organization and management for the protection of the environment is described in the policy and procedures, they identify the management representative and define responsibilities and authority to implement the environmental program. Adequate resources and trained personnel are provided for verification activities.

4.9.2 Regulatory Requirements

A range of legal requirements exist to control emissions and discharges of wastes, both onshore and offshore. The Company's system identifies responsibility for ensuring compliance with environmental legislation.

4.9.3 Environmental Effects

EnerMech will identify where possible the various environmental effects, understand their origin, and evaluate them so that the Group can apply and monitor effective environmental management controls.

Significant environmental effects are recorded and where control procedures have been developed and implemented. Documented instructions define the approved manner of minimizing and preventing adverse environmental effects.

4.9.4 Corrective and Preventive Action

Procedures describe action to be taken in the event of an environmental incident (spillage etc.) or a non-conformance to specified requirements. The process for investigation of immediate and underlying causes and the means of verifying the effectiveness of corrective/preventive action(s) is the responsibility of the QHSE Representative supported by the Regional President. Records are kept of non-conformance and corrective/preventive action.

4.9.5 Audits and Inspections

Audits and inspections shall be carried out to ensure conformance to, and effectiveness of, the environmental management program. Auditors shall be trained and experienced in audit techniques and independent of the activities being audited.

4.9.6 Management Review

A documented Management Review of the effectiveness of the IMS is conducted and is used to focus on continuous improvement. Documented actions agreed by Management at the meeting shall be planned and implemented without delay.

4.10 Emergency Preparedness and Response

Emergency procedures have been developed, maintained and issued to provide instruction and guidance to personnel in the event of emergency. This process is in two parts i.e. Onshore and Offshore. Drills are held and where reviews of the outcomes are analyzed **EnerMech** may implement an improvement strategy.

ISO 14001 requires that EnerMech establishes and maintains procedures to identify potential for, and to respond to, accidents and emergency situations, and for preventing and mitigating the associated environmental impacts.

Training drills are undertaken and records kept of procedural changes or continuous improvement to the Emergency Response procedure.

4.10.1 Client Work-Site/EnerMech Work-Site/Offshore Facilities

Operators of rigs/offshore installations/vessels/work-sites (facilities) are responsible in law for the planning and administration of emergency procedures. In emergency situations, the installation manager as the operator's representative is in command.

EnerMech personnel shall co-operate fully with client representatives in emergency training, drills and in the provision of support services as defined by contract.

Procedures shall be developed and maintained to define the responsibilities of **EnerMech** personnel in emergency situations including control of communications between Customer, **EnerMech** and Third Parties.

4.11 Monitoring and Measurement

a) **EnerMech** shall measure performance to provide information for review and identify opportunities for improvement. The performance measurement is also used as a tool to monitor the extent to which HSE policies, goals and objectives are being met.
b) The Standard requires that EnerMech establishes and maintains procedures to regularly monitor the key characteristics of its activities which can have a significant environmental impact. These are detailed in the Environmental Aspects and Impacts Register.
c) Calibration of relevant equipment shall be undertaken in line with the Calibration Control procedure.
d) A procedure is also required for evaluating "legislative compliance" on a periodic basis reference can be made to the EnerMech Legislative Compliance List, *ENM-AME-QHSE-PRO-326 Rev 05,* that is reviewed and updated regularly by the *Americas QHSE Team* with input from the *UK QHSE employees.*
e) **EnerMech** performance measurement includes both proactive performance indicators and reactive performance indicators. The performance indicators used by **EnerMech** includes but is not limited to the following:

4.11.1 Proactive Measures

- HSE Management System (procedures etc.)
- Observation Program (*EWOC* Observation cards, Observation Audits, performance graphs etc.)
- HSE Audits
- HSE Management Review
- HSE Site Visits
- HSE Inspections
- *Combined Task Hazard Assessment*
- Risk Assessment
- Monthly Health & Safety Meetings (also covers Environmental and Quality issues)
- Tech Alerts (generated as a result of shared information etc.)
- Workstation Assessment
- Environmental Aspects & Impacts Register

4.11.2 Reactive Measures

- Accident/Injury/Incident Reporting (Reporting, Investigation & Action)
- Accident/Injury/Incident Reporting (Statistics, Graphs, identifying trends etc.)
- Near misses/ill-health Reporting (Reporting, Investigation & Action)
- Near misses/ill-health Reporting (Statistics, Graphs, identifying trends etc.)
- Monitoring any other historical evidence of deficient HSE performance.
- Tech Alerts (generated as a result of an incident)

4.12 Corrective / Preventive Action

All corrective/preventive actions shall be recorded and auditable. Where HSE deficiencies are found the following systems are used by **EnerMech** to identify the root causes:

- Accidents/Injury/Incident/Near Miss/Ill Health/Damage to Plant or Environment - The corrective action associated with these types of deficiencies are controlled through the UOR Reporting System. The system is described in further detail below.
- Non-conformance - The corrective action associated with this type of deficiency is controlled through the UOR and Quality Management Systems.

4.12.1 Auditing

The process of reporting and investigating is subject to routine audit by internal and where appropriate external assessors, the findings shall be documented in audit reports that will be subject to review by management.

4.13 Accident / Incident Investigation

Procedures have developed and maintained to ensure that the reporting and investigation of accidents/incidents conform to the requirements of Regulatory Bodies and Customers.

4.13.1 Definitions

a) **Accident**

Any undesired circumstances that give rise to:

- Injury or ill-health
- Damage to property, plant or the environment
- Production losses
- Increased liabilities

b) **Incident**

Any undesired circumstances or near misses that have a potential to cause accidents.

4.13.2 Reporting Systems

All accidents, work related health problems and incidents shall be reported to Supervisors and QHSE immediately. Following the initial report, a UOR must be submitted into Sharepoint.

4.13.3 Investigation

a) All accidents and incidents shall be investigated to identify the root cause and implement corrective/ preventative actions.
b) The investigation is to be held by the Business Line or Function lead and the individuals involved in the incident.

4.13.4 Corrective / Preventive Action

Corrective and preventative actions must be assigned which address the root cause of the incident. This must be documented in the Sharepoint system and marked as closed prior to closing out the UOR.

4.14 Records

Records shall be kept and maintained to demonstrate compliance with the Standards, HSE Policies, Business Goals, Objectives and Procedures etc. The records shall also be sufficient to demonstrate compliance with any HSE legal requirements or contractually agreed requirements.

4.15 Self-Regulation and Audit

A program of self-regulation and internal audit has been established and maintained to ensure that the policies, aims and objectives of **EnerMech** are achieved. Audits shall ensure conformance to Client requirements, internal and other standards.

4.15.1 Audit System

The audit system shall be based upon the **EnerMech** quality management procedures and is central to all **EnerMech** Management Systems. Trained and experienced assessors who are independent of the department being audited shall lead audits. **EnerMech** quality management procedures define the methods used in auditing and stress the importance of objective evidence in arriving at conclusions.

4.15.2 Environmental Management System Audit

a) Audits of the Environmental systems shall be carried out in accordance with Procedure – Internal Quality Audits.
b) The Audits are designed to:
   - ✓ Determine whether the EMS conforms to the planned arrangements, including the requirements of ISO 14001:2004
   - ✓ Determine whether the EMS has been properly implemented and maintained; and,
   - ✓ Provide information on the results of audits to management.

c) Reports are sequentially numbered, logged, issued and filed for review and/or action assignment.

4.15.3 Scope of Audit

Audits are designed to assess and verify:
- The relevance and suitability of policies and procedures
- The extent to which procedures reflect work practices
- The effectiveness of risk control arrangements
- The adequacy of training arrangements in producing competent employees
- The extent to which systems ensure continuous improvement of performance
- The implementation and effectiveness of corrective/preventive action

4.15.4 Performance Review

The review of health, safety and environmental (HSE) performance is a continuous process that includes, but is not limited to the HSE audit program. Records of accident and incident data shall be maintained and reviewed to establish trends and causes. Performance shall be assessed by comparison with the published results of other Company's within the industry. A formal review of HSE performance shall be submitted for consideration at Monthly QHSE Meetings, which are attended by all available employees.

4.16 Management Review

a) A periodic meeting of senior management shall review the aims, objectives and performance of **EnerMech** in relation to business plans and standards.
b) The structure for HSE Management Review Meetings is based upon the same framework as detailed in the Quality Management System
c) The agenda for HSE Management Review Meetings shall include reports on health & safety performance, environmental performance, audit programs and a review of corrective/preventive actions. Management review meetings shall be documented and where appropriate, extracts shall be circulated to other employees.
d) A review of internal and external factors that have an effect on HSE management will also be carried out. These factors include but are not limited to the following:
   - Changes in organizational structure and responsibilities
   - New sites
   - Imminent / pending legislation
   - Introduction of new technology – Southern company

5.0 RELATED DOCUMENTS

- IMS QHSE Manual
- Management Review Procedure
- UOR Procedure
- Task Risk Assessment Process
- Combined Task Hazard Assessment
- Risk Assessment Guidance Matrix
- Monitoring & Measurement (IMS Manual)
- Environmental Aspects & Impacts Register
- Personal Protective Equipment Guidelines
- Health, Safety & Environmental Legislation
- Health & Safety Management Audits
- HSE Training
- Control of Quality Records
- Internal Quality Audit Procedure

REGLAS PARA SALVAR VIDAS

REGLA 1.

EVALUACIÓN Y CONTROL DE RIESGOS

El propósito de la Evaluación de Riesgos es garantizar que todos los peligros de las actividades que va a realizar se han evaluado adecuadamente para los niveles de riesgo asociados considerando a las personas, las instalaciones y los equipos.

Los comportamientos **enumerados a continuación tienen por objeto reducir/eliminar los incidentes derivados de una desviación del proceso correcto en la gestión de riesgos.** Utilice los comportamientos **para comprometerse, animarse y entrenarse mutuamente para comportarse de forma más segura.**

Antes de iniciar cualquier actividad, asegúrese de que existe una evaluación de riesgos para cualquier elemento del trabajo que vaya a realizar.

COMPORTAMIENTOS

Visitaré físicamente y evaluaré el lugar de trabajo antes de comenzar la tarea;

He identificado y evaluado los peligros antes de comenzar la tarea;

He confirmado si la tarea requiere un permiso;

Estoy autorizado para iniciar la tarea;

He leído y comprendido la evaluación de riesgos (RA) y todos los permisos aplicables (PTW);

He confirmado que los peligros están controlados según la RA/PTW;

Reevaluaré continuamente y detendré la tarea si cambian las condiciones.

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Individualmente, todos marcamos la diferencia en nuestro equipo. Yo y Nosotros esperamos que cada persona cumpla nuestras Reglas para Salvar Vidas, reconociendo mi responsabilidad personal y la suya propia para garantizar que Yo y Nosotros estemos seguros en el trabajo.

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REGLA 2.
VERIFICACIÓN DE AISLAMIENTOS

Antes de comenzar las actividades relacionadas con equipos energizados, líneas presurizadas / tanques, asegúrese de haber identificado los puntos de aislamiento e instale el aislamiento correcto para evitar la re-energización accidental del equipo / línea / tanque.

Realice su prueba de estado cero personalmente y/o presencie la prueba de estado cero. Al poner en práctica los comportamientos que se indican a continuación, no solo se asegurará de que trabaja de forma segura, sino también de la seguridad de su equipo y de quienes le rodean.

COMPORTAMIENTOS

Utilizaré el sistema autorizado de bloqueo/etiquetado (LOTO);

He identificado todas las fuentes de energía;

Entiendo y he confirmado que todos los aislamientos requeridos están en su lugar;

He comprobado que hay energía cero y he revisado si hay energía residual o almacenada;

Reevaluaré continuamente y detendré la tarea si cambian las condiciones;

Sólo retiraré mis candados y/o aislamientos una vez finalizada la tarea.

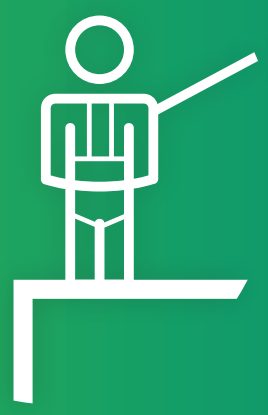
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REGLA 3.

TRABAJO EN ALTURAS

Trabajar en alturas sin las debidas precauciones pone en peligro la vida de las personas y puede provocar incidentes graves y mortales.

Poniendo en práctica las conductas que se enumeran a continuación puede evitar incidentes graves para usted, los miembros de su equipo y otros contratistas que trabajen en alturas junto a usted o aquellos que potencialmente se encuentren por debajo de usted. Cuando se trabaje en alturas superiores a 1,8 metros o en zonas donde exista riesgo de caída (por ejemplo, cerca de bordes expuestos, sobre el agua, etc.), el trabajo no debe continuar a menos que (en un proyecto donde la regla de 1,8 metros sea menor, entonces la distancia allí tendrá prioridad).

COMPORTAMIENTOS

Estoy entrenado y apto para trabajar en alturas;

He obtenido la autorización necesaria para trabajar en alturas;

Utilizaré el equipo de protección contra caídas adecuado para la tarea;

He inspeccionado mi equipo de protección contra caídas antes de cada uso;

Aseguraré cualquier equipo y herramienta
cuando trabaje en alturas para evitar la caída de objetos;

Reevaluaré continuamente y detendré el trabajo si cambian las condiciones.

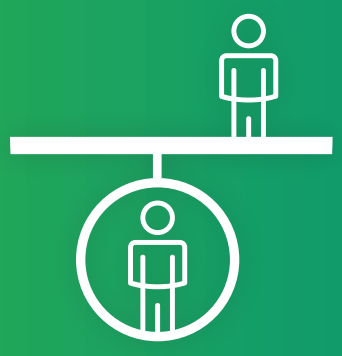
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REGLA 4.

ESPACIO CONFINADO

El control de la entrada en espacios confinados se realiza para evitar lesiones y posibles muertes cuando el personal debe entrar en espacios confinados.

Los siguientes comportamientos describen acciones que, cuando se cumplen, eliminan las consecuencias fatales. El comportamiento disciplinado y el cumplimiento de los procedimientos relativos a la entrada en espacios confinados son, por tanto, un requisito previo absoluto.

COMPORTAMIENTOS

Estoy entrenado y apto y autorizado para entrar al espacio confinado;

He confirmado que todas las fuentes de energía que afectan al espacio confinado han sido aisladas;

He confirmado que la atmósfera ha sido probada y esta controlada;

Cumpliré los requisitos de la Evaluación de Riesgos y el Permiso de Trabajo;

He confirmado que existe una persona de reserva y un plan de rescate de emergencia;

Reevaluaré continuamente y detendré el trabajo si cambian las condiciones.

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REGLA 5.

LÍNEA DE INTERVENCIÓN

Las lesiones en la línea de intervención se producen cuando la trayectoria de un objeto en movimiento, o la liberación de energía peligrosa, se cruza con el cuerpo de una persona.

Una lesión en la línea de intervención puede ser el resultado de: ser golpeado por, quedar atrapado en o entre y/o estar expuesto a una liberación de energía. Los objetivos móviles pueden ser vehículos, instalaciones móviles, herramientas eléctricas, objetos caídos y herramientas manuales. Seguir los comportamientos que se indican a continuación puede eliminar posibles situaciones en las que pueda encontrarse en la Línea de Intervención.

COMPORTAMIENTOS

Me mantendré a mí mismo y a los demás fuera de la línea de fuego;

Me he posicionado para evitar:
Objetos en movimiento;
Vehículos/Instalación móvil;
Despresurización;
Objetos caídos;
Equipos rotatorios;
Herramientas manuales y eléctricas;

Respetaré todas las barreras y zonas de exclusión;

Tomaré medidas para asegurar los objetos sueltos e informaré de los objetos caídos;

Reevaluaré continuamente y detendré el trabajo si cambian las condiciones.

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REGLA **6.**

BARRERAS DE SEGURIDAD Y SEÑALIZACIÓN

Las barreras de seguridad y la señalización se colocan en las zonas peligrosas. Las barreras pueden consistir en barreras duras y blandas alrededor de las zonas de excavación y/o puntos de entrada a espacios confinados.

Las barreras adicionales son protecciones de seguridad que se colocan en los equipos rotatorios para evitar que las personas se expongan a las piezas giratorias. La señalización está presente para informar y advertir de los peligros.
Seguir los comportamientos que se indican a continuación en relación con las barreras y las señales puede evitar una lesión o una lesión mortal.

COMPORTAMIENTOS

He observado y respetado todas las barreras y señales de seguridad;

Preguntaré, si no estoy seguro de lo que significa una señal en particular;

Utilizaré las barreras adecuadas (barricadas blandas/duras)
y la señalización cuando realice actividades peligrosas;

Me aseguraré de que todos los 'Dispositivos de Seguridad' funcionen,
estén conectados y libres de cualquier obstrucción antes de utilizar cualquier maquinaria.

Reevaluaré continuamente y detendré el trabajo si cambian las condiciones.

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REGLA 7.
OPERACIONES DE IZAJE

Los ascensores que utilicen grúas, polipastos u otros dispositivos mecánicos de elevación sólo se iniciarán/operarán con los siguientes comportamientos.

COMPORTAMIENTOS

He confirmado que la operación de izaje cuenta con una evaluación y/o un plan de riesgos,

Consideraré **SIMOPS (Operaciones simultáneas)** durante las operaciones de izaje;

Comprobaré que la carga este bien eslingada y atada;

Utilizaré un señalador designado en todo momento cuando sea necesario;

He confirmado que la carga y el equipo han sido inspeccionados y son adecuados para su finalidad

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REGLA 8.

VEHÍCULOS / EQUIPOS OPERATIVOS

Trabajar con equipos o cerca de ellos puede ser peligroso. Siguiendo los comportamientos listados a continuación, puede evitar que tanto usted como sus compañeros de trabajo sufran daños.

Cuando trabajes en una zona con maquinaria pesada, asegúrate de que tienes en cuenta el sentido de la marcha de la maquinaria, comprueba que las barricadas están colocadas para protegerte y presta atención a las señales del abanderado y el banquero.

Solamente operar vehículos a los cuales se encuentre autorizado.

COMPORTAMIENTOS

He completado las verificaciones apropiadas antes de usar el vehículo o el equipo;

Informaré de cualquier fallo o defecto;

Siempre usaré el cinturón de seguridad;

Solo operaré vehículos o plantas móviles para los que esté autorizado a operar;

No excederé el límite de velocidad y reduciré mi velocidad en función de las condiciones de la carretera y del entorno;

Me aseguraré de vigilar el tráfico peatonal cuando opere cualquier vehículo/equipo.

I AM SAFE WE ARE SAFER

Individualmente, todos marcamos la diferencia en nuestro equipo. Yo y Nosotros esperamos que cada persona cumpla nuestras Reglaspara Salvar Vidas reconociendo mi responsabilidad personal y la suya propia para garantizar que Yo y Nosotros estemos seguros en el trabajo.

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REGLA 9.

APTO PARA LA ACTIVIDAD

Estar física y mentalmente preparado para el trabajo es el punto de partida para trabajar con seguridad durante toda la jornada.

Comunique a sus equipos si se siente indispuesto y siga los comportamientos que se indican a continuación que le podrán ayudar a trabajar con seguridad.

COMPORTAMIENTOS

Comprendo y cumpliré con la política de Apto para la Actividad de EnerMech;

No realizaré ninguna tarea ni operaré ningun vehículo/planta móvil bajo la influencia de drogas o alcohol;

Informaré a un supervisor y/o médico del sitio si tomo medicación prescrita;

Intervendré y detendré a cualquier persona sospechosa de estar bajo los efectos de las drogas o el alcohol en el trabajo;

I AM SAFE
WE ARE SAFER

Individualmente, todos marcamos la diferencia en nuestro equipo. Yo y Nosotros esperamos que cada persona cumpla nuestras Reglaspara Salvar Vidas reconociendo mi responsabilidad personal y la suya propia para garantizar que Yo y Nosotros estemos seguros en el trabajo.

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