

**PETROTUBULAR**

**SAFETY POLICY**



## INTRODUCTION

Petrotubular Company is committed to safety at work by the adoption of internationally accepted standards and by the use of procedures to ensure that the facilities are correctly operated and maintained.

The aim of the Company is to work without risk to the health and safety of employees, contractors, and those persons who close to our operations.

It is also intended that all operations will be achieved without disturbance to the environment.



## **SAFETY POLICY ( Petrotubular)**

### **1- Objectives**

By issuing this safety policy, Petrotubular management wants to achieve:

- Understanding by all staff of the importance the Company gives to safety.
- The prevention of accidents through good safety management at all levels in the Company.
- Compatible standards and commitment from all contractors working for the Company.

### **2- Philosophy**

Petrotubular management believes that:

- Accidents are preventable.
- Safety is a line responsibility.
- A responsible company cares for its employees.
- Safety is of equal importance to other business objectives.
- A safe operation is an efficient and more profitable operation.

### **3- Policy Statement**

The Company will provide safe working conditions and expects all employees and contractors personnel to pay attention to their own safety and that of their colleagues.

### **4-Policy Execution**

To achieve the objective of preventing all accidents, the Company will ensure that:

- Applicable Egyptian legal requirements are always met.
- Materials and equipments used are of a high standard and quality and are maintained properly.
- Staff receives the required professional safety training.
- Work is sufficiently supervised by knowledgeable Supervisors.
- Personal protective equipments (PPE) are handed out to those staff that needs to use it.



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- Adequate emergency equipment and emergency plans are available.
- Incident are reported and investigated in depth (the lessons learned from the incidents will be discussed widely in the company).
- Contracts will require contractors to attain compatible safety standards.

### **5-Responsibilities**

- Safety is an integral part of the tasks of each employee.
- Safety is every one's responsibility.

### **6- General Manager**

The General Manager will set the policy and priorities and establish the framework for implementation.

By personal involvement in safety activities they will emphasize their commitment to enhancement of safe work environment. They will provide the resources required for implementation of safety policy and will monitor adherence to safety regulations as well as overall safety performance.

### **7- Managers and deputy managers**

Managers and deputy Managers are responsible and accountable for safety in their functions.

They will instruct their staff to work in accordance with recognized procedures and standards as adopted by Petrotubular Management for its activities. They will monitor adherence to these procedures and standards by their own personnel as well as Contractor staff.

They will ensure staff for safety training and will provide resources to achieve the Company's safety objectives.

Safety performance will be adopted as one of the appraisal aspects for staff.



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## **8- Supervisors**

Supervisors are responsible and accountable for the safety of work performed under their supervision, whether performed by their own staff or contractors.

They will issue clear instructions, inspect and supervise work for safety compliance.

They will activate and motivate subordinates and enforce safe practices at work and set an example to workforce.

They will provide incident reports/investigations and set practical safety goals.

## **9- Employees**

It is the duty of each employee to ensure his own safety and that of his colleagues by adhering to procedures and instructions.

Reporting unsafe acts and putting forward safety suggestions.

## **10- Safety Department**

The Safety Department is responsible and accountable for up to date advice and support to all levels of management and supervisors, to enable them to execute their specific responsibilities. It will assist in the selection or formulation of appropriate safety objectives, specifications, standards and procedures.

The Safety Department stimulates and supports management in its safety drive and provides guidance on safety information, training, monitors and appraises the Company's and Contractor's safety performance.

It also provides guidance on and co-ordinates safety audits, reviews and inspections.

# **SAFE WORKING PRACTICES**

## **1- Your Role in Safety**

You must always work safely. You owe it to:

- Yourself
- Your fellow workers
- Your family
- Your employer
-



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You are accountable for your actions.

Therefore, in order to be safe you must always plan your work . Know and follow all safe work practices and procedures. If a job cannot be done safely it should be done another way or not at all.

## **2- Know the law**

The law and Company regulations outline the safety responsibilities and minimum safety requirements for most types of jobs.

It is the responsibilities of Petrotubular and Contractor employee to read, understand and comply with the regulations that are applicable to their job.

All parties could subject to prosecution if work is done in contravention of legal Regulations. by law ,all lost time accidents must be reported to the appropriate authorities.

## **3- Never Take Risks**

To avoid taking unsafe work unsafe risks:

- Don't attempt any work that you're not trained to do it.
- Don't be pressured by lack of time, by authority, or for any other reason.

## **4- Report Unnecessary Hazards**

To help of all personnel to identify and report hazards is needed to prevent accidents and to ensure that steps are taken to prevent hazardous conditions from developing again.

Report any hazards to your supervisor.

You have the personal responsibility to actively look for and report any unsafe acts, unsafe conditions and unsafe equipment.

Some examples of unsafe acts are listed below:

- Wearing unsafe clothing or failing to wear the necessary protective clothing.
- Using unsafe equipment or using equipment improperly.
- Failing to warn of danger or lock out equipment.
- Bypassing safety devices.



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- Horseplay or driving errors.
- Smoking in non-designated areas.
- Using mobile phone while driving.
- Driving the car without using the seat belt.

Some examples of unsafe conditions / equipment are listed below:

- Defective material or equipment.
- Unsafe storing or handling of equipment and materials.
- Machine or equipment guards out of place or missing.
- Damaged tools, protective equipment, or machinery.
- Unsafe environment, too much noise, inadequate light or ventilation.

Any of the above should be immediately reported to your supervisor. It is your responsibility to raise safety concerns at planning meetings, at regular safety meetings, or via an incident report.

If unsafe conditions or accidents do occur, or nearly occur, report them immediately to your supervisor or Safety Engineer on-site. If an injury occurs, first aid must be administered, and then the proper reporting procedures must be followed.

All injuries, regardless of cause or scope, must be reported to your supervisor immediately.

You benefit by reporting any personal injury, and everyone else benefits if the report discloses an unsafe act or condition, which can be corrected to prevent future incidents.

## **5- Permit to Work System**

Most work on operational facilities is carried out within the permit to work system. A procedure is available which explains the permit to work system, but it is worthwhile noting the following:

- Read your permit and understanding the obligations being placed upon you.
- Comply with the precautions detailed.
- Discuss with your supervisor any queries you may have on the job you are about to do.



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The permit to work system is designed primarily for your safety; use it accordingly.

## 6- Electrical Hazards and Precautions

Electricity is supplied at 480 Volts AC~ 3 phase 60 Hz.

However, electricity in industrial areas is in general supplied at 220 volts AC~ 1 phase 60 Hz.

The Petrotubular electrical operating and safety procedures and the permit to work system must be adhered to when working on electrical apparatus.

Electrical equipment is very safe to use if normal precautions are taken:

- Make sure that all electrical equipment is properly earthed.
- Report all electrical problems. Don't go inside a control panel and don't try to repair electrical equipment unless you are qualified to do so.
- Use only explosion-proof (non-sparking) electrical equipment when flammable liquids and gases could be present (especially in the rig-site).
- Always be aware of overhead / underground power lines, they carry high voltage.
- Each person who is to work on equipment should place their own lock on the control points. Special lockout devices are supplied for this purpose.
- Tags must also be placed on the control points explaining that work is being carried out.
- All equipment, whether electrical or mechanical, must be securely protected against accidental start-up while maintenance, inspection, and/or construction work is being performed.

***Note: In the case of an electrical fire, use only dry chemical, CO<sub>2</sub> or halon extinguishers.***



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## **7- Personal Protection Equipment (PPE)**

Protection equipment is designed to protect you. Your sight, hearing, ability to work, and life itself are dependent upon using whatever protective clothing or equipment is necessary for a particular job.

The following protective gear should be worn:

- Clothing that cannot easily be caught in machinery.
- Safety helmets are required for all work sites.
- Safety boots are required for all work sites.
- Gloves of various types may be necessary to protect the hands.
- Safety glasses, goggles or full-face shields may be needed for specific jobs and must be worn.
- Ear protection should be worn any time that noise levels are high.
- Breathing apparatus, gas detection devices and any other special protective equipment will be supplied when necessary; it is essential to use them.

Many clothing materials (especially nylon) will produce static electricity. It is important **NOT TO REMOVE** work clothing in hazardous locations. It is the removal process, which generates sparks, which could ignite flammable vapors.

## **8- Accidents**

If you are involved in any accident / incident which results in your personal injury, you are required to report this at the earliest opportunity through the line and to safety department.

If an accident happens to someone near to you do not move him unless he is in imminent danger.

Notify the nurse or a first aider, and your supervisor immediately.

Below you will find incident report and data gathering procedures:



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## **ACCIDENT REPORTING** **AND** **DATA GATHERING**

### **Accident investigation and reporting:**

Accident shall be immediately reported and investigated in accordance with the company's accident investigation and reporting procedures.

### **Reportable accidents are:**

1. Vehicle accident
2. Personnel injuries
3. Occupational illnesses
4. Equipment damage
5. Man lost
6. Near Miss (NM)

Accidents are categorized as category I, II, III according to the seriousness of the consequences.

For all accidents (categories I, II, III) an immediate verbal report shall be made to the representative supervisor who shall immediately inform the operation manager & HSE representative and report the accident within 24 hours of the accident.

### **Accident Categories:**

#### **Category I:**

Fatalities and /or damage in excess of \$ 20000

**Note:** (A fatality is a death resulting from a work injury)

#### **Category II:**

High potential incidents, serious injuries that result or may result in permanent partial / total disabilities, Lost Workday Cases (LWC) and / or damage in excess of \$ 2000 but less than \$ 20000.



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### **Category III:**

Restricted work cases, Medical treatment cases (no lost time), Near Misses and / or damage less than \$ 2000.

### **Accident reporting priority and routing shall be as following:**

Immediate report to operation manager & HSE representative,  
Final accident report to be sending to the company general manager,  
(this routing for all categories).

### **Accident investigation team:**

The field supervisor together with HSE representative shall visit the accident site and make an investigation immediately if possible.

### **Accident investigations and reporting procedures:**

In the event of accident occurring, the following sequence of reporting shall be carried out:

1. Immediately inform field supervisor.
2. The field supervisor informs the operation manager & HSE representative.
3. HSE representative investigate and inform general manager.

## **9- Site Safety**

It is not sufficient to leave the safety of worksites to management and supervisors. It is your responsibility to report immediately any unsafe condition to your supervisor and to ensure that whatever temporary precautions to render the site safe are taken, e.g. report fire risks, loose gratings, handrails etc... if not assume someone else has, or will, report it.

At the end of each shift make sure that your work area is safe by switching off all the machinery, and cleaning up behind you.

## **10- Guarding Machinery**

Machinery, which has moving parts, must be guarded. Guards are never to be removed unless proper precautions under the Permit to Work System are taken. They must be replaced at the earliest opportunity.



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If you don't consider any machine to be properly guarded, inform your supervisor.

## **11- Safe Use of Tools**

The safe use of tools prevents accidents and injuries.

- Always use the right tools for the job.
- Inspect all tools, electrical cords, or cables and chains before use.
- Do not use damaged equipment.
- Ensure that all accessories match the tools (for example, grinding wheels must be matched to the speed of the grinder).
- Ensure that all electrical equipment is properly earthed before use, and that proper plugs are used.
- Ensure that all guards are in place before using any power tool.
- Use proper protective equipment as required for the tools being used and the jobs being done.
- Use explosion-proof, non-sparking power tools in any area where combustible gases could accumulate, i.e. hazardous areas.

## **12- HANDLING MATERIALS:**

- Many accidents are caused because of the way materials are handled. Consideration must be given to the methods used for loading, transporting, unloading, stacking, de-stacking and using materials.
- It is not to be assumed that personnel know the hazards in handling materials or how to lift, handle or carry loads safely without strain. It is the responsibility of Supervisors to ensure that personnel engaged in lifting and handling shall receive adequate training.
- Before any movement, materials must be inspected for slivers, jagged edges, burrs, and rough or slippery surfaces etc.
- Materials which are greasy, wet, slippery or dirty, shall be wiped dry before handling.



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- Persons shall be instructed in the correct method of lifting and carrying. This will also include team lifting and carrying.
- The correct method of stacking and de-stacking of various materials must be observed.
- The correct items of protective clothing, i.e. gloves, footwear, etc., must be worn.
- Portable mechanical equipment such as hand trucks, dollies, wheelbarrows, etc. must be used where possible.
- Workmen must follow the correct method of applying and removing steel or wire strapped materials and have regard to the hazards involved.
- The foreman in charge must assess the size of the job and the materials to be handled and whether help is required or not.
- Where carnage is used, workers must not stand under suspended loads and must keep away from wires or ropes under strain. They shall also understand the hand signals used.
- Care is to be taken where the containers are known to contain glassware crockery or other similar materials - it must be assumed that broken materials may be present.

#### **12.1. MECHANICAL HANDLING:**

- Mechanical lifting devices shall be employed wherever possible. Palletizing of drummed or stacked materials shall be incorporated into work.
- Materials in fragile containers shall be protected by a substantial outer covering. This applies particularly when the materials are hazardous, explosive, toxic, flammable or poisonous.
- Materials shall always be stacked with availability and accessibility in mind.



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- Aisle ways shall always be provided and shall be wide enough to permit safe access for mechanical handling equipment and safe handling of the materials being stored.
- Turning radius of mechanical handling equipment shall be considered.
- Ramps shall be used where necessary to transport materials over obstacles that cannot be removed.
- The load weight shall be tested before actual lift. Inspect ground around object for spillage or obstruction and also route to be followed.
- The object to be moved shall be inspected to divide the best method of securing the load. In the raising or lowering, every part of a load must be securely suspended or supported and secured to prevent danger from displacement.
- All practical measures must be taken to prevent a load coming into contact with, and displacing any other objects.
- All receptacles must be so constructed as to prevent objects falling out accidentally.
- Goods or loose material must not be placed directly on an unenclosed hoist platform, unless precautions are taken to prevent their fall.
- Trucks and wheelbarrows must not be carried on a hoist platform unless scotched or secured. They may only be carried on open hoist platforms if they are so loaded that no part of the load is liable to fall off.
- No load may be left suspended unless a competent person is in charge of the lifting appliance is present.

### 13- Handling Chemicals

Here are some general precautions for you to follow to ensure your safety while handling chemicals:

#### **Handling:**

- a. Read the label before opening the container.



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- b. Check the chemical is one required.
- c. Consider the hazards including reactions between chemicals and use appropriate protective clothing and equipment.
- d. Open container carefully in well-ventilated area.
- e. Take care and use methods, which reduce the risk of inhalation and contact with skin, eyes and clothing.
- f. Avoid using contaminated apparatus and instruments.
- g. Seal container tightly after use.
- h. Don't eat, drink or smoke while handling and using chemicals.
- i. Wash hands and exposed areas regularly, and change contaminated clothing.
- j. Seek medical attention immediately if affected by chemicals and use appropriate first aid until medical attention is available.

**Storage:**

- a. Store in dry well ventilated area protected from extremes of temperature and secure of ignition.
- b. Secure chemicals from unauthorized use.
- c. Segregate stock to reduce hazards.
- d. Inspect stock from time to time and dispose of deteriorated materials.
- e. Don't smoke where flammable chemical area stored.



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#### 14- Rig and Lift Safely

One of the most common and preventable sources of injury is accidents while rigging and lifting. Here are some important guidelines to follow:

- Don't rig if you haven't been properly trained to rig.
- Use only certified rigging equipment.
- Submit rigging drawings for certain lifts.
- Inspect all lifting equipment, chokers, slings, chains, lines hooks / safety clips, cables and pad eyes for any fraying or damage.

**Note: Don't use defective rigging equipment.**

- Rig loads properly to avoid any slipping or breaking. All loads shall be lifted vertically with no side loading or dragging.
- Rigging equipment must be properly used as designed.
- Never swing any load over other personnel, and never walk underneath a load.
- Use tag lines on the side to control the swinging of a load.

#### 15- Entering Safely Confined Spaces

Confined spaces are any tank, vessel, trench, or anywhere that can accumulate gases or have an oxygen deficiency, and/or have limited entry or exit.

An Entry Permit and special safety meeting is required before any entry/work can be started in a confined space.

It is mandatory that you follow the confined space entry procedures exactly. Ensure that you know all of the hazards and precautions:

- Use all necessary protective equipment, including gas detectors and an air pack.
- Ensure that blinding and purging has been carried out.
- One person shall always be stationed at the entrance of the confined space. This safety guard will be in contact with both the individual(s) in the confined space and the outside operations center.



## **ATTENTION**

IN THE EVENT THAT SOMETHING GOES WRONG, NEVER ATTEMPT TO RESCUE UNCONSCIOUS PERSONS IF YOU ARE WITHOUT THE PROPER PROTECTIVE EQUIPMENT – YOU COULD ALSO BE A VICTIM -.

If an accident occurs, notify the outside operations crew of the situation, use your safety equipment, and if it is safe then attempt a rescue of the person(s).

Trenches can be dangerous. Test for air quality before entering as trenches can accumulate gases.

### **16- Safely Meetings**

All employees will be required to attend Safety Meetings.

The object of these meetings is to develop and improve a sense of safety awareness among all persons and to provide a forum for discussions aimed at improving safety standards; also ensuring hazards and necessary corrective actions are identified and taken.

You should not wait until the next safety meeting is held to announce that you have discovered an unsafe situation. Such things should be reported to your supervisor immediately.

Petrotubular held one Safety Meeting per month for all employees, in addition to the Safety Meetings held by the clients attended by the company Supervisors and / or Managers.



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## - HYDROGEN SULPHIDE, H<sub>2</sub>S

Hydrogen Sulphide (H<sub>2</sub>S) gas is one of the most vicious and deadly hazards in our operations. Breathing concentrations of 500 ppm or more will result in loss of consciousness and death may follow within a few minutes unless the victim is removed to a safe atmosphere in time and artificial respiration is applied.



# H<sub>2</sub>S IS DEADLY

This highly toxic gas is:

- Deadly, because in relatively low concentrations one breath can kill with little or no warning.
- Odorless in concentrations above 100 parts per million (because it kills the sense of smell), in power concentrations it has a characteristic “rotten egg” smell.
- Colorless in its pure form.
- Heavier than air, causing it to concentrate in confined and low-lying areas.



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Persons who may at any time become exposed to H<sub>2</sub>S gas should know the hazards, how to protect themselves from the deadly effects and how to rescue and administer first aid to victims.

Approach an H<sub>2</sub>S area from up wind, locate and watch the windsock and use personal H<sub>2</sub>S monitor to detect H<sub>2</sub>S.

If you are working at a site that has an H<sub>2</sub>S hazard, you must:

- Never enter a contaminated area without a Breathing Apparatus (B.A.) set-for any reason, **NOT EVEN FOR RESCUE.**
- Take care not to open any switch, valve, or control, or disturb any buried line, which could release a product into the working environment.
- If a gas leak is detected, immediately move out and then upwind or crosswind of the area and report the leak at once.
- Avoid and report any visible gas cloud or any sound or smell which could indicate a gas leak.

### **Facial Hair and Beards**

It is your responsibility to ensure that a proper seal can be made on all moustaches and beards when a breathing air mask is applied.



## - FIRE-FIGHTING

Fire-fighting equipment provided on site includes:

- Portable fire extinguishers.
- Wheeled powder extinguishers.
- Firewater ring main system with a number of hose reel stations of which some are equipped with foam facilities.

Make sure you know the different types of extinguishing equipments and how to use them. If you discover a fire, attempt to put it out immediately and call for assistance. Always ensure that you still have an escape route available and avoid being trapped.

If you see a potential fire risk, eliminate it yourself, or if you cannot deal with it, inform your supervisor.

All firefighting equipment must be kept free of obstructions at all times.

After you have used an extinguisher, report it to safety department so that the extinguisher is refilled and returned to the designated place.

**Never** use water to extinguish an electrical fire, but a CO<sub>2</sub> or halon extinguisher.



## - HOUSEKEEPING

Cleaned and organized work areas help preventing accidents and increase work efficiency. Each person is responsible to ensure the work site is kept clean of waste and surplus materials after completion of each task and at the end of the day:

- All spills and dripping hazards should be cleaned up as soon as they are seen.
- All rubbish should be placed in the designated containers.
- Doors, aisles, exits and emergency equipment shall not be blocked.
- Tools and equipment should be returned to their proper storage place.
- Any unsafe condition should be corrected immediately and reported.
- Equipment and supply materials shall be maintained in an orderly fashion, and covered as required.



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### **Think About the Environment**

The oil/gas industry can be potentially damaging to the environment. Careless trash disposal, chemical and product spills can endanger crops, livestock, plant and animal life, in addition to the surrounding population.

While practicing good housekeeping in your work area, you should also make sure you do not contaminate the general environment.

To carry out your responsibility for protecting the environment, you should:

- Prevent the uncontrolled release of hazardous materials to the environment.
- Pick up all refuse from sites and put into proper containers.
- Ensure fires are not lit without permits.
- Report all spills and follow directions for clean-up. This applies to all fluids, spills from machinery or mobile equipment as well as product.



## - ROAD SAFETY

Petrotubular cares about its personnel, for that purpose most crew change transportation is through air flights as possible.

In some exceptional case – urgent neediness of crew and emergency calls (rig up, rig down...etc) – the company uses private cars.

It is important that these cars comply with safety regulations

In case of material transportation, we use pick-up cars, which are equipped with roll-over-bar.

In case of our crew transportation with cars, we achieve the following procedures:-

- 1- Inform the concerned department by fax message of
  - Crew departure date and time.
  - Number of crew and full names.
  - Car type color and Number.
- 2- “Vehicle Check List” procedures are achieved before the trip start. It is also achieved on monthly basis.
- 3- Check with our crew on the rig-site the arrival of new personnel crew.
- 4- Check and follow departure and expected arrival time to Cairo of returned crew.
- 5- Driver informs Safety Supervisor by arrival date and time, in addition to list of passengers arrived from rig-site.



### **ROAD SAFETY COMMITMENT FOR DRIVERS**

- 1) Never driving any company cars without attending safety induction and driver skills course.
- 2) Abide to all safety rules stipulated by Petrotubular Company and Country policy.
- 3) Always wear seat belt and make sure the passengers in the vehicle wear seat belts.
- 4) Abide by all road speed rules stipulated by national.
- 5) Strictly follow all rules regarding journey management.
- 6) Abide by checking the vehicle and its accessories, as per vehicle check list, also check the First Aid Kit before every journey.
- 7) Not attempt overtaking in dust however urgent the mission is.
- 8) Not exceeding speed limits during night driving.
- 9) Have full courtesy with car passengers and road users.
- 10) Always keep the car clean and tidy inside and outside.
- 11) No driver is allowed to drive unless he had sufficient sleep and rest night before the trip.
- 12) No driver is allowed to drive while using the mobile phone.
- 13) If the driver felt tired or asleep during the journey, he should stop driving immediately and have some rest.
- 14) After arrival to rig location, driver should immediately inform the radio operator or Petrotubular representative.
- 15) The driver must wear protective clothes in hazardous areas.
- 16) Driver must contact company office in case of any advice needed, or to report any damage occurred.
- 17) Follow the vehicle journey plan, which should be received before the trip starts.



## - DESERT DRIVING

### 1- Preparation for Departure

In case of our crew transportation with cars, we achieve the following procedures:-

- I- Inform the concerned department by fax message of
  - Crew departure date and time.
  - Number of crew and full names.
  - Car type color and Number.
- II- "Vehicle Check List" procedures are achieved before the trip start. It is also achieved on monthly basis.
- III- Check with our crew on the rig-site the arrival of new personnel crew.
- IV- Check and follow departure and expected arrival time to Cairo of returned crew.
- V- Driver informs Safety Supervisor by arrival date and time, in addition to list of passengers arrived from rig-site.

### 2- Required Equipment

For all long distance journeys into the desert, your vehicle must be equipped with the following items:-

- Radio.
- Drinking water.
- Full fuel tank.
- Spare fuel.
- Tools.
- First aid kit.
- Goggles.
- Dust masks.
- Emergency flares.
- Compass.
- Survival kit.



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### **3- Desert Driving Procedures**

- Do not take short cuts across the desert but keep to the recognized routes.
- Only travel during daylight and whenever possible never travel alone.
- If the vehicle breaks down, DO NOT LEAVE IT.
- If you suspect that you are lost, stop and radio base for assistance.

### **4- Sandstorm Procedures**

- All non essential personnel must remain indoors.
- All personnel working outdoors must make safe their work area and seek shelter.
- All essential personnel working on site must wear protective clothing, masks and goggles when working outdoors.
- During severe sandstorms, personnel inside buildings will have to ensure that adequate disposable type dust filter masks are available.
- If you are unable to obtain the correct safety equipment, use a handkerchief, towel or head cloth to cover nose and mouth.
- All vehicles must stop, and the present position must be radioed to the departure place.
- Ensure that the vehicle is pointing downwind to avoid the windscreen being sand blasted.
- Switch on head/tail light. Leave the engine running.
- Ensure you stop away from the road, to avoid possible collision with other road users.



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- Keep windows closed and air-conditioning running.
- Monitor the engine condition (temperature, fuel level etc..)
- Listen to Field base radio for useful information.
- When the sandstorm has cleared, ensure that all air conditioning filters, air intake filters etc... are cleaned and any build up of sand is removed.

**👉 WARNING 👉**

**DO NOT LEAVE THE VEHICLE IN A  
SANDSTORM EVEN IF THE VEHICLE BECOMES  
STUCK**



## - FIRST AID

The aims of First Aid is

- ✚ To sustain life.
- ✚ To prevent condition from becoming worse.
- ✚ To promote recovery.

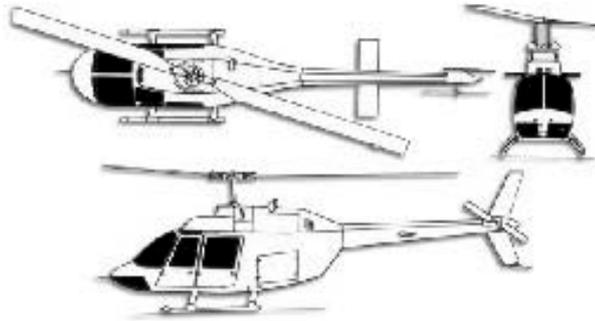
### **Priorities**

- 1- Act quickly, quietly and methodically, giving priority to the most urgent conditions.
- 2- Ensure that there is no further danger to the casualty or to yourself.
- 3- If breathing has stopped or is failing, clear the airways and start resuscitations.
- 4- Control bleeding.
- 5- Determine the level of consciousness, it may change.
- 6- Give reassurance, to lessen anxiety and help to reduce the effect of shock.
- 7- Make patient as comfortable as possible, having immobilized fractures or large wounds.
- 8- Radio for a doctor / nurse and ambulance.
- 9- Watch and record any change in the condition of the casualty.
- 10- Do not attempt to do too much.
- 11- Do not allow people to crowd round.
- 12- Do not remove clothing unnecessarily.
- 13- Do not attempt to give anything by mouth to an unconscious casualty.



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## Helicopter Safety



### **THE MAJOR HAZARDS:**

The main rotors of a helicopter, which provide the vertical lift component, spin around 500 rpm, with a tip speed around 700 feet/sec. They are elevated, so as not to decapitate you when the ship is on flat, level ground. It will make points with the pilot or crew chief if you approach any helicopter hunched over. That lets them know you are mindful of the hazards. Never approach a helicopter when the rotors are spinning slowly, almost stopping. The rotor tips are drooping the most due to gravity, and it would be easy to get hit by a rotor tip.



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**Always approach a helicopter from the front NEVER the back**

Always have the pilot in sight. Never approach a helicopter from the rear. The tail rotor, which counteracts the torque of the main rotor, spins with a tip speed around 600 feet/sec, and is low to the ground. This is the one that kills people. Most external accidents or deaths occur by tail rotor versus head incidents. Even if the engine is off, always approach a helicopter from the front. Some newer helicopters are "NOTAR's" (No Tail Rotor) where the exhaust gases from the jet engine are used to counteract torque as well as steer the helicopter. Since this exhaust is several hundred degrees, you and your dog need to stay away just as if there were a tail rotor.



Although it can be very tempting, don't touch any part of the helicopter. There are many fragile parts that could be damaged. Crew Chiefs tend to be very protective of their birds and will shoot first and ask questions later. NEVER smoke around a helicopter or heliport. Helicopters and refueling equipment burn with a pretty green flame but it will be the last thing you'll ever see. If the heliport crew refuels the ship with the engine on, this is called "hot refueling" and tension is very high. Don't talk to the crew, and be on your best behavior. You could clap your hands and these guys would jump six feet.



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## Safety Statistics For year \_\_\_\_\_

ITEM	RECORD	REMARK
<b>Man-hours Onshore &amp; offshore</b>	Hrs	Including (Contractors & Casual).
<b>Unit inspection</b>		For all the units
<b>HSE Meetings</b>		HSE regularly reviews during committee meetings held every month.
<b>Kilometers driven</b>	Km	Record calculated for all cars working with Petrotubular worldwide
<b>Road Accident</b>		
<b>Fatality</b>		-----
<b>LTI</b>		-----
<b>Medical Treatment Cases MTC</b>		
<b>Lost Workdays Cases LWC</b>		-----
<b>Near Miss NM</b>		
<b>Drills</b>		



**Petrotubular**

**POTENTIAL HAZARD / NEAR MISS REPORT**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**UNIT & LOCATION:** \_\_\_\_\_

**POTENTIAL HAZARD:** \_\_\_\_\_ **NEAR MISS:** \_\_\_\_\_

**DESCRIPTION:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CORRECTIVE ACTION TAKEN**      **YES**       **NO**

**(IF YES, DESCRIBE)**

**ACTION TAKEN:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



**Petrotubular**

# INCIDENT NOTIFICATION

**FROM:** \_\_\_\_\_  
**TO:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**CC:** \_\_\_\_\_

<b>Date:</b> ----/----/-----	<b>Time:</b> -----: -----	<b>Location:</b>
<b>Exact Location:</b>		
<b>Type of Incident:</b>		<b>Category:</b>
<b>Involved Personnel:</b> ----- ----- -----	<b>Occupation:</b> ----- ----- -----	<b>Company:</b> ----- ----- -----
<b>Injured Personnel:</b> ----- ----- -----	<b>Occupation:</b> ----- ----- -----	<b>Company:</b> ----- ----- -----
<b>Brief Description of Incident:</b> ----- -----		
<b>Brief Description of Injury:</b> ----- -----		
<b>Brief Description of Damage:</b> ----- -----		
<b>Remarks:</b> ----- -----		
<b>Supervisor.....</b>		



Petrotubular

## VEHICLE JOURNEY PLAN

Date التاريخ	---- / ---- / -----	Departure Time وقت المغادرة	----- : -----
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Point of Departure نقطة السفر		Point of Arrival نقطة الوصول	
----------------------------------	--	---------------------------------	--

Route, Place Names and Rest Places خط سير الرحلة و أماكن الاستراحة	
---	--

Number &amp; Type of Vehicle

رقم و نوع السيارة

Vehicle Color

لون السيارة

Driver Name

اسم السائق

Way of Contact during the Trip

طريقة الاتصال أثناء الرحلة

Passengers  
Names

أسماء الركاب

1. -----	4. -----
2. -----	5. -----
3. -----	6. -----

Vehicle check list date

تاريخ بيان التفتيش على السيارة

Attached

مرفق

Name of contact person at point of departure

اسم الشخص الذي تم الاتصال به عند نقطة المغادرة

Contact Telephone Numbers

أرقام التليفونات

During office hours		أثناء ساعات العمل بالمكتب
Out of office hours		في غير ساعات العمل بالمكتب

Trip authorized person &amp; Driver supervisor

المسئول عن الرحلة و رئيس السائق