

**QHSE**

**POLYDRILL ENGINEERS PVT. LTD.**

(An ISO 9001:2015, ISO 14001:2015, ISO 18001:2007 Company)



**Manpower**

- Carrying out Operation & Maintenance Since 1978

**Bulk Handling Services**

- Rental of Equipment
- Operation & Maintenance
- Since 1989

**Cement Supply**

- Supply of Cement since 1992

**Cementing Services**

- Rental of Equipment
- Operation & Maintenance
- Since 2009

**Grouting , Grout bags & Grout Sea Mattresses**

- Rental of Grout Equipment
- Supply of Grout Bags
- Supply of Grout Sea Mattress
- Operation & Maintenance
- Since 2011

Continuous Picture List

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**Our Mission**

It is the Mission of Polydrill Engineers Pvt. Ltd. to provide Oil & Gas Industry customers with quality equipment and safe and superior services that fulfills their wants and needs at the right price.

**Our Vision**

To be the premier and preferred Service Provider for leasing of Pneumatic Bulk Handling, Cementing and Grouting equipment with operational services.

We continue to be known as pioneer of this industry in India by being innovative, reliable based on values and business principles.

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## **OCCUPATIONAL HEALTH & SAFETY MANAGEMENT**

**POLYDRILL ENGINEERS PVT.LTD.** is a performance-driven company whose highest priorities are accident prevention, the health of our employees. In simple terms we believe:

- No one gets hurt
- Nothing is more valuable than health and safety of our employees and everyone around them.

These targets are essential to the success and growth of our company and will not vary, even when others may have different priorities. To ensure our company is always aligned with these simple, but powerful aspirations, our corporate HSE expectations shall be grounded in the following principles.

- Delivery of HSE performance is everyone's responsibility
- HSE performance must be measured and actively managed
- Leadership and management commitment are essential
- Compliance with applicable laws and regulations is the starting point

By these actions and with the full co-operation of all employees, we will strive to be an industry leader in safety and environmental performance.

1. Confined Space Entry
2. Environmental Awareness
3. First Aid
4. B.B.S.
5. Work Permits
6. Risk Assessment



## INTEGRATED MANAGEMENT SYSTEM POLICY

We at Polydrill Engineers Pvt. Ltd. are committed to carry out Engineering Business Activity related to Specialized Services in Oil Drilling Operations.

To ensure that our clients receive the best services from us, we have implemented and integrated safety and health, environment and quality management system to meet the requirements of ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007

As a part of our commitment to our integrated management system, we are committed to:

- **Maintain excellent customer relationship.**
- **Identifying and complying to all the applicable legal requirements**
- **Compliance and adherence with legal and all other requirements including those issued by customers , local and statutory authorities**
- **Continual improvement in quality, health and environment system**
- **The protection of the environment and the prevention of injury, ill health and pollution**
- **Compliance with requirements of ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007**

This policy is made available to all interested parties including employees, contractors and members of public and is reviewed annually by top management



**DIRECTOR**  
Rev: 01  
Date 01/08/2016

## WORK POLICIES





# Polydrill Engineers Pvt. Ltd.

(ISO 9001 : 2015, ISO 14001 : 2015 & OHSAS 18001 : 2007 Certified Company)

124-125, Damji Shamji Udyog Bhavan, Veera Desai Road, Andheri (W), Mumbai - 400 053.

Tel.: 022-2673 4869 / 4889 • Fax : 022-2673 4901 • Email : bulkplant@polydrill.com

## POLYDRILL - "QHSE Policy"

Polydrill Engineers Pvt. Ltd., operating as Bulk Handling, Cementing & Grouting Service Providers for the Oil & Gas industry both onshore and offshore, are committed to HSE & outlines the corner principles essential to growth & success of our company. Polydrill Engineers Pvt. Ltd simply believes in:-

- No One Gets Hurt
- No Environmental Damage is acceptable
- Nothing is more valuable than health and safety of our employees and everyone around them.

We consider that we must:

- Prevent ill-health, injury and pollution.
- Preserve health and well-being of our Team Members, Subcontractors, Clients and Community as well as the Environment. Well-being preservation encompasses safe behaviour, fight against drugs, and prohibition of alcohol at work, smoking restriction, safe driving practices & conservation of Energy.
- Identify the needs of our Clients and satisfy them in delivering services and accompaniments perfectly fitted to match the evolutions of their requirements.
- Assess and Enhance the Competencies of our Team Members, ensuring availability of resources which allow them to develop their individual skills and competencies in order to help perform their work in accordance with this Policy.

We give full authority to Companies and third parties personnel who operate on our worksites to intervene when unsafe acts and / or unsafe conditions have been identified, in accordance to the Stop Work Policy and Behavioural Intervention Program. Competencies Assessment and Enhancement", "Hazard Identification and Risk Analysis", "Stop-Work", "Management of Change", "Incident Reporting and Investigation", "Lessons Learnt", and "Personal Protective Equipment" are requirements built into our Integrated Management System (IMS).

The General Manager, assisted by the QHSE Team, shall take ultimate responsibility, accountability and authority for establishment, implementation and continuous improvement of our IMS, in compliance with ISO 9001, ISO 14001, OHSAS 18001 Standards, and Confined Space. At offshore & onshore worksites, Site Supervisors take responsibility for adherence to this policy and to the entire IMS as a whole. The QHSE team endorses specific responsibility for ensuring that IMS is established, implemented and maintained in accordance with the international codes and standards mentioned above and for ensuring that audit reports for IMS performance, are presented to Director and General Manager for review and approval.

Each informed Team Member is expected to give their personal commitment in accordance with this policy."

Director  
For POLYDRILL ENGINEERS PVT. LTD.

15/12/2016

Director



QUALITY



HEALTH



SAFETY



ENVIRONMENT



## POLYDRILL “Stop Work Power”

It is always the practice of Polydrill Engineers Pvt. Ltd. to provide a safe working environment at all its work sites. All employees of the Companies shall have the authority to stop any activity that they may observe/deem to be unsafe or pose imminent danger.

There shall be no blame or fault put on any worker calling for “Stop Work” even if, upon investigation, the “Stop Work” order was deemed unnecessary. The “Stop Work” order shall be applied in good faith. The individual’s decision to stop work will have the full support of management.

All individuals regardless of designation , seniority or discipline has the right, authority and duty to apply the Stop Work policy if in their opinion or judgment, such an activity is deemed to have the potential to cause harm. As timing is a critical factor there shall be no delay or hesitation by any employee in calling an activity to cease to avoid any potential incidents. Resumption of work shall commence only after a reassessment or risk assessment of the task has taken place and final approval by the person in authority at the worksite.

The Company is founded on the principle of continuous improvement. All aspects of our operations shall be audited to ensure that the principles of “Stop Work” have been enforced to the Company standards and the expectations of those under our stewardship. Channels of communication shall be made available to employees in confidence to ascertain the effectiveness of the stop work policy.

As an employee or contractor of the Company, you are empowered to stop any work that does not comply with this policy, and I, the undersigned, give my commitment to you that there will be no repercussion.”



## POLYDRILL “Prohibition of drugs and alcohol Policy”

“Polydrill Engineers Pvt. Ltd. have recognized the risks involved with drugs and alcohol and have adopted the “Zero-Tolerance” policy for its use and possession when on Companies premises or business.

No person, including the Company employees, contractors and visitors, shall be permitted to enter any work location if they are under the influence of alcohol, illegal drugs or improperly utilized medical drug. Companies reserve the right to perform drug and alcohol testing at any time.

Entry into any work location is conditional upon the Companies’ right to search personnel and their belongings for prohibited items. Searches may be conducted by authorized personnel in a private and in as discreet a manner as possible.

Being under the effects, in possession or use of any prohibited items, failure to consent to a drug and alcohol test, failure to consent to inspection of person and personal belongings may be grounds for consequence management.”



## POLYDRILL “Non Smoking Policy”

While it is recognized that everyone makes a personal choice whether to smoke or not, medical evidence clearly points out the fact that smoking and second hand smoke can cause irreparable damage to the body.

Polydrill Engineers Pvt. Ltd. do not allow smoking in any public area, including:

- Any permanent and/or temporary offices, accommodations or hallways.
- Common areas such as balconies, yards, works, etc.;
- Storerooms or warehouses
- Mechanical or electrical spaces.
- Any other area designated by the senior person in charge.

**Kindly Note that all Polydrill Office, Works & Yards are No Smoking & No Alcohol Drinking Zone. If anyone found practicing such activities, that individual will be warned/terminated depending on the situation.**



## **POLYDRILL Teammate's General Duties and Responsibilities, Personal Commitment**

“As a Polydrill Engineers Pvt. Ltd. Member I shall:-

- Comply with Polydrill Engineers Pvt. Ltd. and with all relevant statutory regulations,
  - Familiarize myself with Polydrill Engineers Pvt. Ltd. procedures, and I shall carry out my activities in accordance with those procedures,
  - Familiarize myself with all information issued by Polydrill Engineers Pvt. Ltd. referring to the safe use of equipment, plant and materials,
  - Inform the Supervisors, Safety Representative and/or the Polydrill Engineers Pvt. Ltd. QHSE Department of any potential hazards which I have identified during the execution of my duties,
  - Actively participate in the behavioural and hazard observation program of Polydrill Engineers Pvt. Ltd.
  - Actively participate in all QHSE meetings. My attendance is mandatory,
  - Actively participate in training sessions relevant to my job.
  - Maintain my “competencies assessment” folder,
  - Maintain, as appropriate to my status, an in date medical certificate for fitness for working offshore and onshore.
  - Maintain in-date HUET Certification and any additional requirement, which may be introduced by the company,
  - Provide documented evidence to my immediate work site supervisor of compliance with the preceding paragraph.
  - Ensure the health and safety for me and for any other personnel who may be affected by my acts or omissions at work.
  - Co-operate with other personnel and their supervisors in order to ensure compliance with safe working practices.
- 
- Ensure that the standard of work of my immediate colleagues complies with the required standards.
- I have the duty to ensure that I do not:
- Compromise the safety and integrity of plant and equipment.
  - Undertake any task or operation unless I have received adequate instruction and training and have the appropriate tools, equipment and protective clothing.
  - Carry out any tasks or operation in such a manner as may endanger my safety or the safety of others.
  - Take care of my Personal Protective Equipment and carry it with me for each mobilization.

Regardless of my position, seniority or discipline,

- I have the right, authority and duty to apply the Stop Work policy if in my opinion or judgment, such an activity is deemed to have the potential to cause harm.
- As timing is a critical factor there shall be no delay or hesitation by myself in intervening and in calling an activity to cease to avoid any potential incidents.

I shall set an example of safe and excellent behaviour.”

# **“On-the-job” Risk Assessment, and Supervision;**

## **Personal Commitment**

“For Polydrill Engineers Pvt. Ltd. , the Hazard Identification and Risk Exposure Assessment must remain a CONTINUOUS PROCESS. Following the three levels of “Hazard Identification and Risk Assessment” defined by the Association of Oil & Gas Producer (OGP), an additional level of risk assessment is essential. In short, this fourth level consists in maintaining a continuous assessment / action process while my work is being actually carried-out.

While working as a Polydrill Engineers Pvt. Ltd. Team Member I have the duty and the responsibility:

- To identify the changes which occurs within my working environment,
- To assess the gaps which exist between the expected residual risks and the real situation that I am facing while executing the job / task.
- To assess the adequacy of the tools, barriers and control defined from the previous risk assessments,
- If any doubt, to implement the Stop Work Policy AND to immediately inform my Supervisor,
- If required, to actively participate in the implementation of the Management of Change Procedure.

While performing my work, I shall comply with my Supervisors Instruction, “Work safely and look out after one another”, to be able to:

- Immediately alert my Team Mate, in the event of an unsafe act and/or an unsafe condition.
- Immediately render assistance to my Team Mate in the event of an emergency.”

## **Fitness to Work Offshore & Onshore ; Personal Commitment**

“As an offshore & onshore Oil and Gas Polydrill Engineers Pvt. Ltd. Team Member, my mental and physical fitness are essential for my safety and for the safety of my co-workers. Unfit, I represent a hazard for myself and for my teammates.

As my employer, Polydrill Engineers Pvt. Ltd. is responsible for ensuring that a medical assessment of my fitness to work offshore has been performed. I must have a valid medical certificate provided by a Medical Doctor “Oil & Gas Indian Govt. registered” (Form “O” preferably)

International guidelines do not set any lower or upper age limit for medical fitness to work offshore & onshore. However, regardless of my age and considering the scope of work and / or the client’s requirements, the Polydrill Engineers Pvt. Ltd. management can require an additional medical assessment of my fitness to work, As a Polydrill Engineers Pvt. Ltd. Team Member, I remain personally responsible to:

- Keep fit throughout the year. I know that smoking, in addition to the well-known adverse effects on the human body, constitutes a risk factor for occupational diseases and long term health impairments.
- Report a complete and accurate medical history to my medical doctor as the time of medical assessment.
- Report any temporary unfitness to my Supervisor as a result of illness or accident occurring between medical examinations including illnesses and/or injury occurring on the worksite throughout the project I am working on.
- Report any treatment/medication taken by me before the project, or on the worksite throughout the project.
- I am aware of the main criteria for Fitness to Work Offshore, as listed below:
  - No known physical or mental conditions that limits my ability to do the job.
  - No known physical or mental conditions that will jeopardize my safety or the team (e.g. loss of consciousness, orientation, panic attack).

If have any doubt about my personal fitness, at any time throughout the project mobilization and execution, then I must immediately inform my supervisor.”

**DEFENSIVE DRIVING**



## How can you be a safe driver?

Following these defensive driving tips can help reduce your risk behind the wheel:

- Think safety first. ...
  - Be aware of your surroundings — pay attention.
  - Do not depend on other drivers.
  - Follow the 3- to 4-second rule.
  - Keep your speed down.
  - Have an escape route.
  - Separate risks.
  - Cut out distractions.
  - Park with Precision
  - Adjust Your Mirrors to Cover Your Blind Spots.
  - Don't Drive When You're Sleepy (or Otherwise Not Alert)
  - Don't Bother Speeding
  - Keep Your Hands on the Wheel at the Proper Positions.
- **What is the best speed for fuel economy?**  
Increasing your highway cruising speed from 55mph (90km/h) to 75mph (120km/h) can raise fuel consumption as much as 20%. You can improve your **fuel** mileage 10 - 15% by driving at 55mph rather than 65mph (104km/h). Note how quickly efficiency drops after 60 mph.

	<p><b>STOP</b> :- STOP ON SIGNAL</p> <p><b>THINK</b> :- THINK THOUGHTFULLY</p> <p><b>ACT</b> :- ACT INTELLIGENTLY</p>
	<p><b>SEATBELT</b> :- COMPULSORY</p> <p><b>DON'T SPEED</b> :- SAVE LIFE</p> <p><b>NO CELLPHONE</b> :- NO ACCIDENTS</p>



### The 5 Main Rules of Driving

1. Buckle up
2. Don't Drink and Drive
3. Stay Focused on Road
4. Stop at Red Lights
5. Watch out for Pedestrians



### Watch The Weather :-

Make sure of no Flood/Excess Rainfall as per forecast. Take enough sleep in mid-afternoons and midnights. Follow a 4 by ½ hour pattern of driving. Avoid driving during early mornings & Fasting

### Tire Safety

- T - Tire Tread – measure and check it monthly.
- I - Inflate to correct pressure according to your car manual.
- R - Rotate the tires and Alignment is important.
- E - Even wear should be the key to longer use.
- S - Spare tires should also be checked on a regular basis.
- A - Always take care of under-inflated tires *immediately*.
- F - Front tires can wear faster in a front wheel drive car.
- E - Ensure that the tires are cold when checking the pressure.
- T - Tires should be purchased as a set or in front pairs and rear pairs.
- Y - Year of manufacture of each tire, is important to prevent old tires.

### Tire Safety

1. Ensure tires are good
2. Ensure they have passed the penny test.
3. Avoid Torn Tires
4. Make Sure tires are cold when they are checked for pressure.
5. Make sure the spare tire is always good & ready for emergency.



## Mechanical Training - Welding



### **Be the best Welder, never stop learning.**

Welding is one of the most important production technologies sought after in the economy.

### **Main objectives**

- Assimilation of general knowledge regarding the usual materials used for welded structures
- Knowledge of processes and procedures for obtaining and machining of metallic materials
- Knowledge of welding processes and technology: preparation, welding parameters
- Knowledge of welding equipment: components, operation, tools and auxiliary devices
- Preparation and the correct interpretation of WPS (Welding Procedure Specification)
- General knowledge regarding: welding equipment, tools and auxiliary devices
- Operations needed for the correct execution of welded joints
- Responsibility for quality of work: planning, execution and self-control; Weld defects: type of defects and cause of their appearance, acceptance criteria
- Proper and efficient organization of work and the workplace / protective equipment
- Understanding stipulations included in the key standards and technical regulations SR and ISCIR Collection for welding and welding procedures.



## **SAFETY**

1. **Vehicle Accidents** are to be prevented especially while going to and fro from site, office, day to day lives. (OSHA reports vehicle accidents as the No. 1 cause of fatalities in this industry..
  
2. **Struck-by, Caught-In & Caught Between**(The OSHA IMIS Database reports three out of every five “on-site fatalities in the oil and gas extraction industry are the result of struck-by/caught-in/caught-between hazards.” Employees are cautioned to make sure proper PPE is worn and Proper Signboards along with Barricading is maintained for no-entry zones.
  
3. **Explosions & Fires**  
 A lot of care is taken to avoid such a mishap so that loss of life, destruction to equipment and nature is avoided.
  
4. **Trip & Falls**

Trips / Slip & Falls are generally caused due to poor Housekeeping / No Signboards / No Proper Signalling of flowing / Interconnecting Pipelines etc.

Necessary Markings & Signboards have help prevented this mishap to a large extent & Proper Housekeeping has also reduced these fatal errors of mankind.

#### 5. **Confined Spaces**

Confined Spaces are only made available to enter with proper authorization & entry permit. Only Authorized Personnel with proper permits and procedure are allowed to handle these spaces.

#### 6. **Chemical Exposures.**

Chemical hazard exposure risks include:

- Mixed exposures (silica, DPM, VOCs, etc.)
- Multiple exposure routes (inhalation, ingestion)
- Dermal exposures (Pb, Solvents, PAH's)
- Take-home exposure/transfer risks

While handling Chemicals, Necessary MSDS has to be read in order to avoid any such above exposures and to prevent any chemical reaction on a living body. Necessary PPE has to be worn as per the chemical handling.

#### 7. **Working in Remote Locales**

Necessary Measures of Not venturing out before 6am and after 6 am outside camp is taken under consideration to avoid local nuisance.

Required First Aid & Fire fighting equipment and trained personnel have to be present for a unplanned situation.

Employees are always advised to carry their own torches, avoid marshy areas for illness and are asked to be in pairs to ensure that each other is looked upon by somebody.



HSE POLICY STATEMENT is a simple concise message that states POLYDRILL's commitment to HSE and outlines the corner principles essential to the growth and success of our company.

HSE CORPORATE EXPECTATIONS are a systematic group of HSE requirements that expands the HSE policy and provided a framework for the HSE management systems.

HSE MANAGEMENT SYSTEM is the collection of policies that are organized and implemented in a way to deliver the corporate expectations.

## **HSE CORPORATE EXPECTATIONS**

1. Leadership and Accountability
2. Risk Assessment
3. Audit, Review and Continual Improvement
4. Policies and Procedures
5. Training
6. Employee Ownership and Participation
7. Emergency Preparedness
8. Mechanical and Operational Integrity

## **ASPIRATIONS**

- No one gets hurt.
- No environmental damage is acceptable.
- Nothing is more valuable than health and safety of you and everyone around you.

## **KEY PRINCIPLES**

- All safety and environmental incidents are preventable.
- Delivery of HSE performance is everyone's responsibility.
- Working safely and protecting the environment are conditions of employment.

- HSE performance must be measured and actively managed.
- Leadership and management commitment are essential.
- Compliance with applicable laws and regulations is the starting point.

# 1. Leadership And Accountability

We believe that leadership is a prerequisite to establishing HSE as a core value in the Workplace. Our team will demonstrate their commitment to safety with involvement in Periodic workplace inspections, accident investigations and reporting and by clearly defining HSE Roles and responsibilities for employees. Our Field Managers will be responsible for creating a culture of HSE participation by encouraging each employee to become his workplace safety leader.

## Defined Responsibilities

Field Managers will be visible in the workplace and will demonstrate HSE behaviors that reflect the Corporate Expectations.

Managers will promote effective communication of their job sites to ensure HSE issues are addressed and communicated.

Managers will ensure that the HSE Corporate Expectations are integrated into their Business Units and adhered to and that the respective HSE documentations are completed to address HSE issues.

Managers will monitor & measure HSE goals and objectives within each work site. HSE performance will be assessed against each employee's annual objectives and will be based upon feedback from other team members at the work site.

Managers will promote HSE points learned from within their sites and will also incorporate best practices from outside his work site.

Managers will encourage the reporting and recording of all incidences of near misses and unsafe etc.

## **2. Risk Assessment**

We intend to continuously evaluate the HSE risks to our personnel, clients and the environment where we operate. This will provide the necessary tools to identify and reduce the impact of HSE issues in our daily operations.

### **Defined Responsibilities**

2.1 Managers will put practices in place that will identify

Potential hazards

2.2 Managers will ensure that hazard-management tools are

Utilized in order to assess risks.

2.3 Risk assessment will be used to identify all potential

Hazards to personnel, customer's facilities, new projects

And equipment

2.4 Managers at all levels have the responsibility of

Ensuring that identified risks are clearly addressed and

Documented and results are communicated to the

Respective personnel.

2.5 Managers will review risk assessments for each activity

And update their records to reflect amendments or

Changes.

### **3. Audit, Review and Continual Improvement**

Review of Business Unit HSE Management Systems ( HSE MS ) will be performed through self-assessments and corporate audits to verify the implementation and effectiveness of all processes. Managers shall record and report the results of audits to all concerned parties. Based on the findings of the review process, changes in the HSE MS will be instituted to ensure continual improvement.

#### **Defined Responsibilities**

3.1 HSE field assessments will be performed, reported and

Reviewed on a regular basis.

3.2 Managers will ensure that hazards, risks and environmental

Exposures are identified and properly controlled using a

Comprehensive plan for continual improvement.

3.3 Managers will identify and report adverse workplace

Conditions or employee behaviors that may result in injury or

Environmental exposure.

3.4 Managers shall maintain an effective control process to ensure

That findings of audits are recorded prioritized and acted upon

In a timely manner.

## 4. Policies and Procedures

Our objective is to ensure that all activities are conducted within the scope of established Standard Operating Procedures (SOPs). Reporting requirements are further defined under the headings “Initial Incident Notification Procedures” and Incident Investigation Procedures.”

### Defined Responsibilities

4.1 SOPs will be written and communicated for all routine and / or

Hazardous operations in the Business Unit.

4.2 Regular documented inspections shall be conducted at all

Locations to ensure that company policies and procedures are

Being adhered to.

4.3 Root cause analysis of all high potential near-miss incidents

Shall be carried out and the same will be communicated to all

Personnel with corrective actions.

4.4 Managers shall encourage employees to report all incidents and

Make suggestions for improving existing SOPs

## 5. Training

Training will be a continual process that will enhance the knowledge, skills and attitudes of employees. A training program for initial and refresher training will be established and maintained to meet all applicable government, customer and company requirements.

### Defined Responsibilities

5.1 Managers will assume the responsibility of ensuring that

Employees are provided the mean to maintain their own  
Competence.

5.2 A training matrix will be established and maintained

Illustrating the training requirements for each job description in  
The work sites.

5.3 Training records for all work sites will be made available to the

Corporate training in charge to ensure compliance.

5.4 Managers are expected to know what skills and knowledge are

Required for high level performance in their work groups and to  
Develop training plans for each employee in their work site.

5.5 Managers are expected to implement the training plans.

5.6 Employee feedback on training effectiveness is to be reviewed.

## 6. Employee Ownership and Participation

Our goal is to achieve employee ownership and participation in the HSE continual improvement process. Managers will develop a plan that ensures the involvement and participation of employees (including contractor employees) in their HSE MS.

### Defined Responsibilities

6.1 Employees will take responsibility for their own health, safety

And environmental protection as well as that of others.

6.2 All employees shall clearly understand their roles and

Responsibilities in the HSE management system and participate

In HSE programs.

6.3 All employees should understand that now work shall take

Place until all appropriate HSE controls are in place.

6.4 All employees are empowered to identify and assess potential

Risks and communicate their concerns to management.

## 7. Emergency Preparedness

Effective emergency preparedness systems provide identification, assessment and management of potential adverse situations, including events such as medical emergencies, fires, transportation emergencies etc. All managers shall identify potential emergencies and establish written emergency response plans tailored to their work sites.

### Defined Responsibilities

7.1 A written emergency response plan shall be in place for each

Work sites. The plan shall consist of:

- Identification of emergency response personnel with clearly defined roles, responsibilities and authorities.
- Identification of equipment required for response personnel with clearly defined roles, responsibilities and authorities.
- Identification of community and industry resources that have the ability to assist in response.
- Provisions for timely reporting to regulatory agencies.

7.2 Emergency response plans shall be integrated plans with

Controls for all types of emergencies.

7.3 Exercises and drill shall be held on a quarterly basis at all

Locations and must cover all scenarios of high hazard potential

And all aspects of the contingency plans and response

Procedures.

## 8. Mechanical and Operational Integrity

An effective and thorough mechanical and operational integrity program is essential to the safe operation and reliability of all critical equipment. It shall be directed toward providing and maintaining mechanical integrity and ensuring the proper use of all equipment.

### Defined Responsibilities

8.1 Managers will maintain an equipment preventive maintenance Program.

8.2 Mechanical integrity procedures will be developed, reviewed And approved.

8.3 New spare and replacement parts shall meet design Requirements.

8.4 Employees shall be aware that equipment cannot be operated Outside established limits.

8.5 Managers will implement a written quality control / assurance Program to ensure that maintenance materials, spare parts and Equipment are suitable for the process applications for which They will be used.

## HSE KEY PROCESS AND PROCEDURES

Notification procedures are a collection of reporting and recordings of activities related to safety use of equipment, for safe handling operations, for imposing use of safety wears for workmen and for maintaining healthy work environment.

- Initial incident notification procedure for safety use of equipment.
- Initial incident notification procedure for safe lifting and handling operations.
- Initial incident notification procedure for use of safety wears for employees.
- Initial incident notification procedure for maintaining healthy environment.

### **REFERENCES**

1. Equipment Test Report - HSE 1
2. Safety Report - HSE 2
3. Working Environment Report - HSE 3

“ A Solid Safety Program Ensures  
Workers Return Home Every  
Day In The Same Condition  
They Left In. ”

Workforce Compliance Safety

Safety Is our Business



©Polydrill Engineers Pvt. Ltd.

**REMEMBER**

**SAFETY IS  
GAINFUL,  
ACCIDENT IS  
PAINFUL.**



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