

GENERAL

1. Every Client/Contractor shall be responsible for the implementation of site safety programme for their workers, as shall be contained in their HSE plan/procedures. They shall provide all articles of safety, clothing materials, equipment, tools, etc. necessary for jobs on site, in compliance with applicable local rules, safety laws and government regulations.
2. Post-mobilization safety induction will be given to all Client/Contractor personnel.
3. Client/Contractor shall be required to submit the names of team personnel, who will be responsible for all matters concerning safety and job supervision.
4. Provision of first aid facilities for the employees will be mandatory and evidence of private arrangement for treatment of accident cases will be required. The nominated clinics should be close to this facility.
5. Each Client/Contractor shall instruct employees on procedures for recognition and avoidance of unsafe acts/conditions and understanding of work environment, for purposes of control and elimination of hazards or exposures of personnel to dangerous conditions.
6. Client/Contractor site supervisor will be expected to review the work safety performance of the team each morning before the commencement of the day's activities. This will take the form of tailgate brief meeting.

PERSONNEL CONDUCT :

1. Smoking is prohibited within the plant and other critical areas within the complex. It is therefore the duty of the Client/Contractor to ensure that all his staff abides by this regulation.
2. Discipline is absolute within the manufacturing precinct and Notore Industrial complex. Personnel are not supposed to move about aimlessly in the Complex. Client/Contractor is to ensure that his employees are not found wandering outside their job locations for security and safety reasons.

3. Theft of Client / Contractor materials/property will not be tolerated in this Complex. Personnel caught stealing will be arrested and dismissed instantly or handed over to the Police.
4. Horse playing will also not be tolerated on site.
5. Alcoholic beverages and controlled substances are not allowed in this complex.
6. Abuse of environment by Client/Contractor staff shall not be tolerated.

GENERAL SITE EMERGENCY

13. Single tone alarm of 30 seconds duration are sounded daily at 0730 hrs. for resumption of work and 1630 hrs. for close of work. Outside these periods, an alarm (3 cycled tones) signifies an emergency and all work will be stopped immediately. All personnel of the Client/Contractor will move to assembly point nearest to them and wait for further directives. Roll call shall be taken at the assembly points to account for all.

PERSONAL PROTECTIVE EQUIPMENT(PPE)

Personal Protective Equipment includes:

14. Footwear/ Helmet:

Client/Contractor must ensure that every person, directly or indirectly under his control, who enters the site must be provided with safety helmet and proper footwear (open top/flip-flop foot wears are not allowed). These two items are mandatory. Other PPEs required will depend on the nature of the assigned job.

15. Eyes Protection:

All personnel under the Client/Contractor must wear eye protection when:

- a. Welding, cutting, burning or chipping
- b. Operating a grinder, drill, metal cutter, masonry saw or other similar equipment.
- c. Operating an explosive power tool.
- d. Striking metal against metal.

- e. Operating compressed air, activated tools or hose line.
- f. Handling corrosive materials or liquids.
- g. Exposed to excessive dust/chemical fumes.
- h. Engaged in sandblasting operation.
- i. Working in any part of the Complex where eye protection is mandatory.

16. Hearing Protection.

This will apply only where noise level is higher than 85 dB for eight hours exposure and it is irritating or causes discomfort to the ear.

17. Hand gloves:

Proper hand protection is mandatory when carrying out mechanical , civil, electrical and instrument repair jobs/installations.

Abrasive work contacts such as:

- a. Sheet metal
- b. Reinforcing/structural steel
- c. Wires or wire mesh
- d. Rough sawn timber
- e. Cement and motor acids, alkali and other chemicals
- f. Any other material or substance where hands could be subjected to harmful contact.

18. Respiratory Equipment:

This must be used when carrying out the following activities:

- a. Spraying or handling paints, chemicals and other materials detrimental to the respiratory system.
- b. Engaged in sandblasting or concrete spraying within a confined area.
- c. Personnel are continuously exposed to a very dusty atmosphere over a prolonged period of work or exposure to chemical vapours and gases.

- d. Entering any area containing harmful or toxic atmosphere or when oxygen content is 16% by volume in air.

19. Safety nets/safety belts/ harnesses:

This will be required for all personnel carrying out work in or at a position that could cause serious injury if a person would fall down from such a height: usually not less than 6ft from ground level. Lifeline must be attached to the belts or harnesses when in use and affixed to immovable structures. Also is required in confined space entry.

20. SANITARY CONVENIENCE:

The following regulations apply:

- a. Contractors are to ensure the provision of potable water for employees.
- b. Good housekeeping within and around the job site is mandatory.

21. WORK PERMIT SYSTEM

- All works will be regulated by Notore Permit- work- (PTW) system.
- Properly signed and approved permits must be obtained when work is anticipated. The permit must be obtained before the work commences.
- Class I and Class II permits will apply where and when necessary.
- Entry Permit will be required before entry into any vessel or confined space.

The same applies to Excavations on site.

A duly signed excavation permit must precede any excavation on site. All loose materials unearthed must be piled at least one meter away from the top edges of the excavation. A daily inspection by the supervising authority will be made. Open excavations shall be appropriately barricaded and roped off. The sides, deeper than 4ft, are to be shored with appropriate materials, and the conditions applying to confined spaces will apply when trench is deeper than 4ft.

22. FIRE PREVENTION

Portable fire extinguishers and an appropriately inducted fire watchman must be placed on standby near sites/locations where hot work is being carried out. Client/Contractor is to provide his own portable 9kg/12kg DCP or CO₂, fire extinguisher, whichever is applicable.

23. TOOLS/EQUIPMENT

- a. All power tools designed for use with guards must have guards in place.

If the position of work makes the guard impossible to use, then safety flanges will be required.

- a. All handheld power tools must be equipped with constant pressure switches.
- b. All rotating or reciprocating parts of mechanical equipment must be guarded, if part of the machinery is exposed to contact by employees.
- c. All electric power tools will be removed from the job site if irreparable.
- d. All electric power tools will be subject to inspection and approval by Notore Electrical Unit prior to deployment on site, by contractors.
- e. Pneumatic tools must have positive means of attaching hoses and clip to the tool to prevent disconnection.
- f. Gas cylinders when not in use, must have protective caps in place. Cylinders must be secured upright, always. The delivery hoses must be leak free and inspected regularly.
- g. All cranes to be brought into these premises by contractors must be subjected to thorough inspection by Notore Inspection, Safety and Mechanical Personnel/experts and "Passed Test" certificate presented before equipment is allowed to operate. The crane operator must be trained and certified. Equipment operation procedure will be reviewed during the Client/Contractor induction sessions. All statutory certificates required for crane must be made available.
- h. All hoisting/lifting machinery and gears (slings, chain block, belts, ropes, etc.) must be inspected and approved by the inspection unit before they can be deployed for use in the complex. Hoist drum, pendant controls, cables/chains, hooks and safety latches will be expected to pass a test for proper operation. Details of safe operations, procedures will be covered during the Client/Contractor induction sessions.

- i. All scaffolds erected on site will be subjected to physical inspection by Safety Inspector, for stability before approval for use will be granted. Improperly erected or unstable scaffolds will be dismantled and re-erected. All scaffolds above 6ft from the ground must have handrails about 42 inches above the decking and suitable toe-board. Client/Contractor is to provide all in addition to safety belts and body harnesses/lifelines.
- j. All ladders must have rigid and stable rungs. The top rung of the step ladder should never be used to stand on. Not more than one person will be mounted on a ladder at a time. Over-reaching on the ladder will not be permitted. Placement procedure will be explained during induction.

24. TRAFFIC SAFETY:

(Client's/Contractor's Vehicle and Product Carriers)

- a. Maximum speed limit between the Main and Plant gates is 40km/h. Within the precincts of the Plant complex, the speed limit is 25Km/h.
- b. Speed should be further reduced on roads running by the cooling towers. This is due to the slippery nature of these surfaces when wet and appropriate warning signs are posted at such locations.
- c. "Stop" and "yield" signs at all road intersections and "T" junctions must be observed.
- d. Overtaking from the main gate inwards is not allowed, the speed brake warning signs must be observed.
- e. Converting front-end loaders and other utility heavy-duty equipment into passenger carriers are strictly prohibited on this site.
- f. Carrying of personnel on open-back trucks is not allowed.

25. FIRE SAFETY INSTALLATIONS

- a. Isolation or tampering with the normal operation of fixed fire safety or installations within the Complex without the authority and approval of the area operating authority and safety is a serious violation.

- b. Fire hose reel equipment is meant for firefighting only. Client/Contractor personnel are not to improvise or convert the installation into wash points or for drinking or other civil works purposes like water source for concrete- cement mixing.
- c. Safety showers and emergency eyewash stations are denoted by the presence of an overhead safety green light. Client/Contractor personnel should be aware of stations nearest their work site.

26. HOUSEKEEPING

- a. It is the absolute responsibility of the Client/Contractor to ensure that the work area is kept clear of waste materials or redundant equipment to avoid trip hazards and risk of fire.
- b. The work site must be kept clean and clear of all debris at the close of each Day's work and the materials disposed of properly.
- c. Client/Contractor is to provide the waste bins at their sites to be evacuated regularly, before the termination of the contract.

27. REGULATORY COMPLIANCE

Contractors are expected to demonstrate compliance with all Notore HSE rules and relevant Nigerian legal and regulatory requirement.

Fire/ Safety Recommendation for Safe Operations:

As stated in the Notore Health & Safety Policy statement (FS/S/51) National fire Safety Code of 2013 and Factory Acts 2004 which should be applied:

- In building used for industrial use, the Equipment and systems designed to prevent, mitigate, control and extinguish fire, explosion or other life safety hazards must be provided.
- Emergency preparedness and planning, including the orderly evacuation of occupants of the buildings, structures or premises in the event of fire explosion, biological, chemical or hazardous materials incident or release, natural disaster or other emergency or the threat.

Subsequently the following recommendation should be adhered to:

- The Industrial building shall require three fire water hose reels to be installed at a distance from each other.
 - At each location of the fire water hose reel, there should be 9kg classes ABC DCP fire extinguisher.
- Battery operated smoke detectors should also be installed in the offices.
- Fire safety Audit by Notore safety department shall be conducted twice a year.
 - Safety warden should be appointed amongst the staff to check and maintain this safety equipment.
 - Emergency EXIT should be boldly marked out and kept out of obstruction.
 - There must be safe area mapped out outside the building for Emergency Assembly Point (Muster Point) which must be made known to all personnel who should be trained on how to respond at the sound of an emergency alarm.
 - In workshop and stores, there should be proper segregation and compartmentalization.
 - 5/6kg CO2 fire extinguisher should be installed beside heavy machines.

Signage such as KEEP OFF, DO NOT OPERATE etc. should be hung around all heavy duty machineries.

ENVIRONMENTAL MANAGEMENT INTERFACE FOR CLIENTS AS OCCUPANT OF NOTORE COMPLEX:

Notore Chemical Industries Plc. has a robust Environmental Management system (EMS) that emphasizes conscious duty of care for the air, water and land. environment including all factors in human environment in a sustainable manner despite the risks introduced by its operations.

Environmental Policy (ENV/S/51) says 'We shall, in our daily activities, strive to prevent the release of pollutants, conserve material resources, and use energy efficiently in order to protect the ecosystem.

Meeting these Environmental goals that Notore is committed to is a joint responsibility for Management, Employees and other Stakeholders.

In this regard, the contractor`s operational activities will be integrated into Notore Environmental Management plan which will enable sustainable management of Environmental risks.

Ensuring Proper waste management as presented below is applicable:

- Effluent Management: Managing all waste water (process/ domestic and other emission in line with best practice.
- Solid Waste Management: Notore manages its solid waste through the principle of segregation at source and deposited inside colour- coded waste bins. Colour coded waste bin shall be positioned at a strategic location at different battery limits and evacuated with forklift as at when due (alternative plan can be made by client using best practice).

Note 1:

Client shall diligently manage all hazardous wastes generated through their operations; expert engagement is required in managing any form of hazardous waste, however, relevant advice if sought for can be given based on our experience.

Statutory Environmental Compliance:

Notore has the goal of total compliance to all statutory regulations locally and internationally through its policy. It has met this over the years and is committed to sustain it yearly.

Notore shall be responsible for:

- i. Conducting periodic audit of your facility to ensure compliance with relevant regulators.
- ii. Conducting monthly battery limit, air, soil and effluent sampling, analysis and document results.
- iii. Ensuring effectiveness of environmental emergencies control and do same as in ii) above.

Note 2:

All costs attached to the activities above shall be properly evaluated and communicated.

DOCUMENTS EXPECTED TO BE SUBMITTED TO NOTORE BY THE
CLIENT/CONTRACTOR INCLUDES:

- I. Contractor HSE Policy
- II. Environmental Management Plan and Monthly Environmental Monitoring Report
- III. Weekly HSE Deviations
- IV. Environmental Contingency Plan
- V. Fire Emergency Response Plan