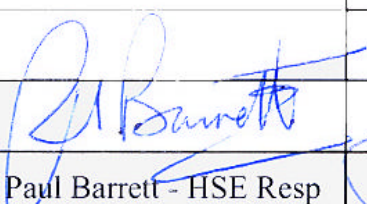
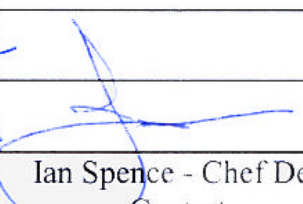




**HEALTH, SAFETY AND ENVIRONMENTAL STANDARDS FOR
CATEGORY 2 CONTRACTS**

DOCUMENT NO: : GBM-11-STD-0002

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Objective of this Document

The objective of this document is to specify Groupement Berkine's (GB's) requirements for contractor management of Health, Safety and the Environmental issues (HSE) on this contract, deemed Category 2.

Introduction

The amount of evaluation and control that GB places on Contractor selection (and subsequently the management activities), **depends upon the risks associated with each contract**. The category of contract and Contractor determines what HSE requirements will be needed, varying from minimal (low risk contract) to extensive (high-risk contract).

Category 2 Contracts are awarded to Contractors whose HSE systems and requirements are identified as satisfying the demands of the contract, and where the following criteria apply:

Table 1: Category 2 Contract Criteria.

CONTRACT CATEGORY 2	CONTRACTOR CATEGORY 2	COMPANY CONTROLS
Moderate Risk Medium Finance Short/Medium Duration Skill Requirements	Basic HSE Management System Appropriate Resources & Insurance Appropriate Business Plan As Defined by Work Scope	Conduct appropriate level of pre-selection audit to ensure the contractors can comply with defined standards, requirements & Scope of Work.


Typical contracts that may fall under the category 2 heading would include:

- ?? Small Engineering, Procurement and Construction projects
- ?? Waste disposal facilities
- ?? Construction of well locations
- ?? Catering

Health, Safety and Environmental issues are a major concern to GB. All work shall be planned and executed to ensure an acceptable level of risk to personnel and GB facilities. Safe working areas shall be provided in all locations in accordance with established safety standards and GB procedures.

The HSE Standards contained in this document represent GB's expectations from the Contractors and Contractors during their activities. The Contractor shall make every effort to minimise the consequential impact of its operations.

Some clauses in this document may therefore be inapplicable to all individual contracts; for the most part, notably those tasks which generate less risk, and those for clearly specific activities. The basis upon which GB will judge whether or not a clause is inapplicable to a Contractor, will be dependent on assessing the risks associated with the Contractor's scope of work. The level of compliance with these HSE Standards contained within this document is therefore proportional to the risks associated with the Contractor's undertaking.

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Where deemed applicable by the risk associated with the work to be undertaken, the Contractor is required to apply all HSE requirements specified in this document to all its 'Contractor's, and employees of Contractor's, employed under this contract. In the context of this document, where "personnel" is mentioned, this shall be taken to mean "Contractor employees and employees of any Contractor's employed under the contract".

GB expects the Contractor to take responsibility for protecting the health and safety of its employees, customers and community where they work, and the environment in which they work. Cases of non-compliance to GB's Health, Safety and Environmental Standards will be sanctioned whenever discovered.

Reference is made in this document to various GB HSE Policies and Procedures. Copies of relevant sections will be made available to the Contractor upon request. The texts of the issued sections are available in both English and French (listed in appendix 1).

These rules and regulations are binding on the successful Bidder and will be rigidly enforced. In the event of the Bidder or any employee of Bidder shall be in question as to the proper interpretation or the intent of application of these regulations, GB's Project Manager, on request, will resolve the problem and GB's Project Manager's decision shall be final and binding.


The HSE aspects of the contract will be subject to scrutiny by GB, as these activities will directly impact the performance of the facilities throughout the life cycle. The Contractor shall ensure that the nominated Safety Supervisor is classified as one of the Contractor's Key Personnel.

The Contractor shall ensure that all deliverables associated with HSE are implemented, recorded and shall be made available to GB upon request.

Reference must always be sought from the custodian of this document (HMD-Responsible HSE) if there is any dispute relating to the applicability of specific clauses. The custodian will arbitrate independently and recommend a course of action to the GB Contract Sponsor whenever a contract clause is in dispute.

Section 1 - Management of HS&E within the Contract

- ?? Each tenderer will be required to submit a formal statement of their HS&E Policy that describes their company's HS&E standards and practices, and their compliance with Algerian HS&E Law. The tenderers will be assessed for their competence to manage any risks to which their staff and Contractors affected by their scope of supply may be exposed.
- ?? At the tender stage of each contract, all Contractors (and Contractors where the need is identified) must appoint in writing, a person responsible for managing all HS&E issues within the scope of supply. The appointed person shall liaise with and report to GB's representative on a daily basis.
- ?? A condition of the contract is for the Contractor and any appointed Contractor to fully co-operate with GB in terms of the interests of health and safety of all affected parties, and minimise the impact on the environment.

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Section 2 Risk Management

2.1 General

- ?? The Contractor shall identify and assess the health, safety and environmental hazards involved in the work or services and shall define the controls necessary to mitigate or eliminate these hazards, and shall also comply with the requirements of GB's Safe System of Work (which includes the Permit-to-Work System).

2.2 Safe System of Work


- ?? The Contractor will liaise with the GB to **consider all the risks** involved in their Scope of Work, and to assess and agree what controls need to be put in place before the job commences.
- ?? The Contractor will be expected to operate a strict means of control for all hazardous activities. This includes, but is not limited to, the need to operate within the GB Permit-to-Work system, with specific rules and procedures put in place and strictly enforced to reduce hazards.
- ?? The Contractor will conduct pre-job briefings with all participants before starting each job, to explain any specific hazards and their methods of control.
- ?? The Contractor will be expected to clean and maintain all plant, equipment and vehicles within his control to ensure they are in a condition fit for purpose at all times.

2.3 Safe Place of Work

- ?? The Contractor will ensure that procedures are established, and implemented for all activities that could otherwise jeopardise a safe place of work. These include, but are not limited to: excavations, entry into confined spaces, scaffolding, lifting tackle, lifting hoists, cranes, mobile lifting platforms, manual and mechanical handling, storage and racking, handling of substances (including powders and chemicals), radioactive sources, welding and cutting, cartridge operated tools, abrasive and cutting wheels, prevention and control of fire, use of electricity, use of plant and equipment, safe working on roofs and at height (including ladders and staircase protection). The hazards presented by these activities must be addressed by use of proper guarding, barriers and other suitable protective measures.
- ?? Safe access to, and safe egress from the site must be ensured. This should be facilitated by good housekeeping on the site, with all trash and debris removed to a specific disposal facility.
- ?? The Contractor shall ensure that an independent competent engineering specialist must certify all lifting equipment and cranes safe for use, during the specified period of the work.

Section 3 Contract HSE Plan

- ?? Prior to commencement of work, an HS&E Plan should also be prepared by the Contractor describing in detail how the risks associated with their working practices and working environment will be controlled and managed. The Contractor must also

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provide adequate resources to ensure the effectiveness of the plan, with amongst other things, reference to the allowable time scales for completing the work. The HS&E Plan should outline the methods and means to meet the requirements.

Section 4 Applicable HSE Policies, Standards and Procedures

4.1 GB HSE Policy and GB HSE Management System

When engaged in the work or services, the Contractor shall apply Health, Safety and Environmental standards and levels of performance, which are fully compatible with the guidelines stated in the GB HSE Policy Document and GB HSE Management System.

4.2 GB HSE Standards

The order of precedence of requirements shall be as follows:

- ?? Algerian Statutory Decrees, Regulations, Codes and Guidance publications.
- ?? GB Specifications, Standards and Procedures.
- ?? GB Design and Engineering Practices.
- ?? Other Applicable Design and Engineering Codes and Standards (i.e. ANSI, ASME, API, ISO, etc)


The Contractor shall perform the works in accordance with these specifications.

4.3 Contractor HSE Standards

- ?? In addition to the standards stated above and the following sections 4.4 to 4.8, the Contractor may apply his own HSE standards for control of the work or services, provided that the Contractor standards offer a level of protection which matches, exceeds or augments that provided by any applicable GB standards. On request, the Contractor shall make available to GB, a copy of all the standards that he intends to apply to the work or services.
- ?? The Contractor shall be able to demonstrate on request that all standards applicable to the work or services are well defined, understood, and maintained.

4.4 Welfare of Contractor's employees and Contractors

- ?? Provision must be made for suitable and sufficient living accommodation that is acceptable to GB, including reliable working showers, sinks and toilets (maximum of three people to each facility), bedding and storage for personal belongings and clothing (separate from work clothing). Closed drainage to a suitable closed sewage chamber must be provided, with treatment of foul water to destroy harmful bacteria.
- ?? Fixed and mobile accommodation used by all Contractor staff and Contractors must be fit for human habitation, with proper cooling (heating in winter) and ventilation provided to enable the temperature to be controlled between 16-24 degrees C. The temperature and lighting levels in all buildings should be kept suitable and sufficient for the needs in all indoor office workplaces and living accommodation. Overcrowding

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must be avoided, and proper consideration must be given to workspace, workstations and emergency egress and exits.

- ?? The Contractor shall provide suitable and sufficient rest and messing facilities which are acceptable to GB **at no cost to the employee.**
- ?? Kitchen and restaurant facilities must be maintained to the highest applicable international standard achievable for a desert environment. Stringent controls on the allowable temperature variation of all foods must be maintained at all times. Proper training and education must support the high standards of hygiene and cleanliness of all catering staff. Smoking in restaurants should be prohibited.
- ?? A readily accessible and adequate supply of potable drinking water shall be provided for all persons at work.
- ?? Suitable and sufficient first aid and medical facilities shall be provided on-site by the Contractor / Contractor **at no cost to the employee.**
- ?? The interior of all living accommodation areas and indoor workplaces shall be kept clean at all times. The surfaces provided should be such as to facilitate cleaning. All domestic waste to be removed daily to a specific disposal facility for safe destruction.
- ?? Recreation facilities must be provided to sustain a positive morale in the workforce.

4.5 GB Personal Protective Equipment (PPE) Policy


- ?? It will be the responsibility of the Contractor (and Contractor) to provide PPE **at no cost to the employee**, in accordance with the GB PPE Policy, to match the risks associated with their job. The GB PPE Standard is contained in the GB PPE Policy.

4.6 GB Driving Policy

- ?? When engaged in the work or services, the Contractor shall take all reasonably practicable provisions to prevent all road accidents that might arise as a consequence of its activities, in accordance with the guidelines stated in the GB Driving Policy.
- ?? Management of transport and use of vehicles on site must be strictly controlled and adherence to GB's driving rules (including organisation of traffic routes, maximum speeds and use of seat belts) will be enforced at all times.

4.7 Emergency Response

- ?? A site **emergency response plan** must be prepared by the Contractor in collaboration with the GB, in advance of the site work commencing. This is to ensure that all persons are able to evacuate the site in an emergency, and respond effectively to the emergency.
- ?? The means of evacuation shall include an audible warning mechanism, emergency lighting should also be provided where the risk of escaping safely in darkness is jeopardised.


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4.8 Environmental Performance

- ?? No unauthorised tipping or disposal of site or domestic waste will be tolerated. Site waste may include, but not be limited to, packing materials, metal and glass containers, wood, fixings, scrap metal. The Dump Site / Burn Pit must be utilised at all times for waste
- ?? Any waste chemicals must be handled in a defined safe manner, as defined by the Material Safety Data Sheet for the specific chemical. It must also be destroyed so that it does not result in a health, safety or environmental hazard, and in an agreed manner to with GB.
- ?? If the Contractor is working remotely, he will provide a separate facility for the safe destruction, preferably by incineration of all waste.
- ?? Waste must be collected at least once per day from nominated collection points, and removed for immediate destruction.
- ?? No contamination of the land on or near the site will be tolerated.

Section 5 Recruitment, Resources, Training and Supervision

- ?? It is the responsibility of the Contractor to recruit a workforce competent to carry out the full scope of the contract, for example, from unskilled labour through to the Certified Engineer positions. Verification of the competence and training of individuals will be sampled at the tender stage.
- ?? All of the Contractor's employees and Contractors must receive basic health and safety induction training from the Contractor's nominated HS&E Representative immediately upon arriving at the work site for the first time. The level of induction training will be consistent with the risks associated with the planned work.
- ?? The Contractor will provide basic written HS&E information to all his employees and Contractors in the language recognised by the recipients (e.g. French and /or Arabic).
- ?? All persons operating machinery must be competent to do so, and have received recent and up-to-date training appropriate to the tasks that they are required to execute, and risks to which they may be exposed. Certain activities (for example, welding, and crane driving) will require evidence by Certificates of Competence prior to appointment.
- ?? The Contractor shall ensure close supervision of all workplace activities at all times. This must include formal and regular weekly housekeeping and monthly safety inspections to ensure the workplace is maintained free from any hazards.

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Section 6 HSE Performance Monitoring


6.1 HSE Performance

- ?? The Contractor will be required to monitor and report to GB, the effectiveness of the HSE Plan on an ongoing basis. The GB will also review and audit the Contractors performance on a frequent and regular basis.
- ?? Contravention of these standards will result in verbal and written warnings, suspension of the work at cost to the contractor, or ultimately termination of the contract.

6.2 Accident and Incident Reporting and Investigation

- ?? All accidents and major near misses must be reported to the GB **immediately**. The Contractor must then prepare a written report on the details of the injuries sustained, damage occurred and / or losses sustained on the Contractors' own accident / major near-miss report documents. Specimens to be provided to GB. The direct and root causes of why the accident / near miss occurred, together with an action plan to prevent future recurrences **must be provided**. The **Contractor will be positively encouraged and commended for active reporting** and investigating accidents, as well as correcting workplace hazards in advance of potential accidents.

Appendix 1 Applicable HSE Documentation (next page)

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Document Title
Document Number

Health, Safety & Environment Policy

HSE Management System

GBM-11-PRC-0013

HSE Standards (for Contracts)

GBM-11-STD-0001/2/

Safe System of Work Policy

GBM-11-PLY-0003

Risk Assessment Procedure

GBM-11-PRC-0009

Risk Assessment Guidance

GBM-11-PRC-00XX

Permit to Work Procedure

GBM-11-PRC-0002

Permit to Work Guidance

GBM-11-GUD-0001

Isolations (Process)

GBM-11-PRC-0003

Isolations (Electrical)

GBM-11-PRC-0014

Emergency Response

Emergency Response HMD

GBM-11-PRC-0015

Duty Manager Procedure

GBM-11-PRC-0017

Medevac Procedure

GBM-11-PRC-0011

Evacuation Procedure

GBM-11-PRC-0016

Waste Management Plan

GBM-11-PLY-0001

Personnel Protective Equipment Policy

GBM-11-PLY-0004

Accident, Incident & Near-Miss

GBM-11-PRC-0018

- Reporting and Investigation

Driver & Vehicle Safety Policy

GBM-11-PLY-0005

General Safety Manual

Personnel Protective Equipment Procedure

GBM-11-PRC - 0012/1

Scaffolding & Working at Heights

GBM-11-PRC-0019

Noise Prevention

GBM-11-PRC-0020

Ionising / Non-Ionising Radiation

GBM-11-PRC-0021

Manual Handling

GBM-11-PRC-0022

Mechanical Handling (Lifting)

GBM-11-PRC-0023

Hazardous Materials Handling

GBM-11-PRC-0024

Journey Management

GBM-11-PRC-0025

Working on Electrical Equipment

GBM-11-PRC-0026

General Workplace Hazards

GBM-11-GUD-0002

Excavation

GBM-11-PRC-0027

Vessel Entry

GBM-11-PRC-0028

General Safety Pocket Book

GBM-11-GUD-0003

Emergency Response

Emergency Response Team

GBM-11-PRC-0029


Road Traffic Accidents

GBM-11-PRC-0030

Emergencies within the CPF

GBM-11-PRC-0031

Emergencies on a Rig Site, including blowout GBM-11-PRC-0032

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Appendix 2 Current Algerian Laws and Decrees

Hygiène & Sécurité:

- Loi No 88-07 du 26 Janvier 1988 relative à l'hygiène a la sécurité et le médecine du travail
- Décret exécutif N0 91-05 du 19 Janvier 1991, prescriptions générales de protection applicables en matière d'hygiène et de sécurité en milieu de travail .
- Décret exécutif N0 90-245/246 du 18 Août 1990, Appareil a pression de gaz & de vapeur.
- Arrêté interministériel du 12 Décembre 1992, réglementation de sécurité pour les canalisations de transport d'hydrocarbures liquides, liquéfiés sous pression et gazeux
- Décret N0 85-231 du 25 Août 1985 fixant les conditions et modalités d'organisation de mise en oeuvre des interventions et secours en cas de catastrophes
- Décret exécutif N0 93-184 du 27Juillet 1993, reglementant l'émission des bruts

Protection de Environnement:

- Loi No 83-03 du 05 Février 1983 relative à la protection de l'environnement
- Décret exécutif N0 90-78 du 27 Février 1990 relatif aux études d'impact sur l'environnement
- Décret exécutif N0 90-79 du 27 Février 1990 portant réglementation du transport de matières dangereuses.
- Décret exécutif N0 93-160/161/162/163/164/165 réglementant les rejets d'influents liquides industriels, déversement des huiles et lubrifiants dans le milieu naturel fixant les conditions et les modalités des recuperation et de traitement des huiles usagées portants institution d'un inventaires du degré de pollution des eaux superficielles définissant la qualité requise des eaux de baignade réglementant les émissions de fumées, gaz, poussières, odeurs et particules solides des installations fixes.
- Décret N0 87-182 relatif aux huiles à base de base de polychlorobiphenile (P.C.B) aux équipement électriques qui en contiennent et aux matériaux contaminés par ce produit
- Arrêté interministériel du 19 Octobre 1996 portant conditions d'exploitation des établissements de productions ou des conservation Substances explosives
- Décret exécutif N0 94-43 du 30 Janvier 1994 fixant les régeles de conservation des gisements d'hydrocarbures et de protection des aquifères associes
- Décret N0 88-149 du 26 Juillet 1988 définissant la réglementation applicable aux installations classées et fixant leurs nomenclature
- Décret N0 86-132 du 27 Mai 1986 fixant les règles de protections des travailleurs contre les risques de rayonnements ionisant ainsi que celles relatives au contrôle de la détentions et de l'utilisation des Substances radioactives et des appareils émettant des rayonnement ionisants
- Arrêté interministériel du 10 Février 1988 fixant les méthodes de contrôle en matière d'utilisation des sources radioactives et des appareils émettant des rayonnements ionisants.