




**BAKU
BUSINESS
GROUP**

HSE PLAN

**PREPARED AND ISSUED BY
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HSE PLAN

Securing Health, Safety, and Environmental Excellence: BBG's Comprehensive HSE Strategy

1. POLICY STATEMENT

Baku Business Group's management and teams are committed to protecting the health and safety of everyone who is part of our company activity, lives in community in which we operated or uses our product. In Baku Business Group, we believe that all workplace accidents are preventable and our management will take every reasonable action to maintain and achieve our goal of zero accidents. We will always conduct our business in compliance with local and international health, safety and environmental legislative standards, whatever, wherever and whenever we operate. This policy establishes and communicates the Company's Policy in terms of protection of the health and safety of the Company's Employees, other persons affected by the Company's business activities and the prevention of environmental pollution with respect to the Company's operational activities. The intent of this Safety procedure is to establish safe working practices and standard, which shall be employed on the SITE and to detail the organizational requirements and obligations of Baku Business Group LLC works there at. The purpose of this Project Health, Safety and Environment (HSE) Plan is to provide maximum safety of personnel and property, and to avoid any adverse impact on the environment.

2. OUR PLAN

To protect our management and all employees on site from any hazards based on our procedures, and by reporting issues we are showing the importance of HSE for being a leader.

3. BBG MANAGEMENT

Directed to support and give health, safety and environmental accountability; equal importance as commercial and financial standards whenever they have to evaluate managerial performance. There are further expectations to ensure that all employees and contractors understand that working safely is a condition of employment, and that they are each responsible for their own safety and the safety of those around them. Managers will further provide relevant updates on safety and health information to subcontractors that will require them to support and make provision to provide proper training and retraining for the safe, environmentally sound performance of work delivery.

4. ROLES AND RESPONSIBILITIES

Management accepts the responsibility for impressing upon all employees that safety and injury prevention have a high priority at BBG. and that all rules and policies will be followed:

- Provides leadership and guidance to middle management for the acceptance, maintenance and enforcement of the Loss Prevention Program.
- Provides resources for training and monitoring the Loss Prevention Program.
- Periodically reviews the safety records and reporting functions.
- Promotes and attends safety functionalities.
- Maintains open lines of communication between employees, supervisors and management relative to the free exchange of safety suggestions and information.
- Monitors the follow-up on recommendations made to improve performance and prevent accidents.

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5. PERMIT-TO-WORK SYSTEM / JOB SAFETY ANALYSIS (JSA)

Any non-routine job which requires special safety precautions and/or inter-departmental communications is subject to the Work Permit system. Overhauls, alterations, repair and maintenance of any kind for which electrical or pressure isolation is required should not be undertaken until the appropriate Work Permit or Permits have been obtained. Additionally, all works undertaken by contractors (wireline, pu, ping jobs) are subject to Work Permits. Operations do not require Work Permit issuing. All work permits must be documented with a Job Safety Analysis and a Tool box Risk Assessment Meeting (TRAC) should be held prior to the work.

5.1 THE OBJECTIVES OF THE WORK PERMIT SYSTEM ARE TO ENSURE:

- The safety of the personnel involved in the job by ensuring that all necessary safety systems are in place, before, during and after the job is completed,
- Efficient handover,
- A proper coordination of the various jobs in progress on the site,
- That all supervisors at the rig are informed of the job in progress in order to avoid conflicting, simultaneous operations.

5.2 WORK PERMIT

The following jobs require a work permit:

- Hot Work (welding, cutting, grinding, high pressure water jets),
- Working at Heights,
- Entry into confined spaces – (mud tanks, caissons, storage tanks, certain containers or chambers, etc.)
- Work on pressure vessels and lines,
- Electrical works,
- Work on high-pressure vessels or lines requiring purging and isolation, otherwise known as Cold Work,
- Any work in potentially explosive atmospheres requiring atmospheric checks for explosive gases,
- Work overboard,
- Work on high voltage switch boxes,
- Use of radioactive material,
- Non-routine work,
- Transfer of offshore personnel by Basket.

5.3 WORK PERMIT PROCEDURES AND PRECAUTIONS

5.3.1 The work permits are issued on the form in the Control Room / OIM office,

5.3.2 A Job Safety Analysis is to be issued and discussed by the personnel involved in the job,

5.3.3 They must be re-issued at the beginning of every shift until the job is completed,

5.3.4 The work permit must be issued prior to commencing the job,

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5.3.5 All permits are automatically canceled upon sounding the general alarm or the gas alarm,

5.3.6 All permits are automatically canceled upon absence of even one of the undersigned since Work Permits are strictly personal.

5.3.7 In addition to the precautions listed hereafter, it is the responsibility of the Operations Foreman / OIM to define any further measures that could be necessary,

5.3.8 Copies of these procedures must be given to all Service Companies involved on site,

5.3.9 The permit is to be displayed in a designated place of public view and access.

5.4. HOT WORK PERMIT

- Hot works include welding, flame cutting, grinding and other works producing heat or sparks which can be a source of ignition when these works take place in classified hazardous zones,
- Precautions to be taken prior to start of work,
- The atmosphere must be checked using an explosimeter. The percentage of Lower Explosive Limit (LEL) measured must be less than 1% for hot works and less than 10% for cold works,
- The appropriate fire extinguishing systems must be available, checked and ready for immediate use,
- Attendance of a fire-watcher is required if there is any possibility of fire spreading,
- Appropriate grounding circuit must be set for arc welding

5.5 WORKING AT HEIGHTS

Technical safety regulations while working at heights' gained force in the country on 24 October in 2016. These rules regulate safety of conduct while organizing and working at heights. Works performed at height include , jobs with danger of falling from a height of 1.8 m or more , - jobs performed by a worker ascending or descending to and from a height of over 5 m with a ladder (staircase) with an inclination of more than 75 degrees in relation to horizontal surface, jobs carried out at a distance of 2 meters from unfenced areas at a height of over 1.8 or areas where the protective fence is less than 1.1 meter high , jobs with a risk of falling from a height of 1.8m or less performed on water surface, on protruding objects or on machines and mechanisms.

A SENIOR STAFF PERSON WILL SUPERVISE THE WORKING AT HEIGHTS, EITHER FOR PERSONNEL OR IN PARTICULAR FOR EQUIPMENT WHEN AIR HOISTS ARE USED.

5.6 WORKS ON PRESSURE VESSELS AND CIRCUITS

This includes any work on vessels, lines, or controls used in the containment, transfer or control of pressurized fluids including air. These systems include:

5.6.1. Discharge circuits of the mud pumps.

5.6.2. Circuits connected to the BOP stack and to the choke manifold including flares, degasses, lines, etc.

5.6.3. Control lines and valves for the BOP.

5.6.4. Pulsation dampeners of the pumps.

5.6.5. Accumulators of the BOP control unit.

5.6.6. Air pressurized bulk tanks with associated lines.

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5.6.7. Air cylinders and circuits (120 psi / 8.5 bar and above);

5.6.8. A permit is required for connecting or disconnecting any part of the circuits for which a tool is used such as wrench, hammer, cutting equipment (by mechanical or flame), welding (in which case a hot work permit will be required), etc. e.g.: - opening flanges; unscrewing piping, swages, valves or fittings including opening of mud pumps.

5.6.9. It is the responsibility of the Operations Superintendent / OIM to define the measures to take in order to isolate the relevant parts of the circuits from pressure (e.g. blind flanges, connections, locking switches etc.) and to place the appropriate warning signals as well as inform all department as per the work permit.

5.6.10. It is the responsibility of the chief Electrician to lock the safety switches of the pumps prior to starting the work.

5.7 ENTRY INTO ENCLOSED / CONFINED SPACES

Enclosed spaces are: mud pits, tanks, chambers or vessels, in which the atmosphere could be flammable toxic and/or which contain dangerous machinery or electrical hazards.

5.7.1 Prior to entering confined spaces, the atmosphere must be checked by the responsible supervisor and the safety officer using an oxygen detector as per the work permit.

5.7.2 The percentage of oxygen measured must be 21%.

5.7.3 In addition, CO and CO₂ and H₂S content must be checked in tanks, especially when they have been closed for a long time. The atmosphere must be free of these and other toxic gases, which may affect health.

5.7.4 In certain circumstances breathing equipment may be necessary.

5.7.5 Before entering mud tanks, the power supply of the agitators must be cut off and the switch properly locked in the "off" position. The person doing the work inside the confined space will keep the key to guarantee his total safety.

5.7.6 Before entering confined spaces, they must be depressurized and all pipeline connections must be isolated by blinding or disconnected.

5.7.7 Only the Chief Electrician is authorized to lock and unlock the switches, but the person in the confined space doing the work keeps the key in his possession during the work.

5.7.8 The Chief Electrician is responsible for checking that the isolation (lockout) procedure is properly done by activating the on/off switch located on the mixers prior to the entry of personnel.

5.7.9 Safety signs must be posted at the entrance to the mud tanks.

5.8. PROCEDURES FOR PROCESSING A WORK PERMIT

1. The Work Permit is obtained from the Operations Foreman / OIM and is completed by the senior supervisor responsible for performing the job.

2. A work permit must specify:

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- The exact location of the work,
 - Date,
 - Time of issue and expiration,
 - A brief description of the job
 - Any special safety precautions to be taken.
 - The Work Permit is completed and signed by the Operations Foreman / OIM.
3. The Work Permit is signed by the supervisor responsible for performing the job.
 4. The original copy of the Work Permit remains in the Control Room / OIM's office posted on the Safety Board for all to see. The second copy remains with the supervisor performing the job. The third copy is posted at the work site.
 5. Work Permits will not be issued in advance but only just prior to starting the job and at the job location.
 6. As soon as the job is completed, the direct supervisor must physically check that work is performed satisfactorily, that the work site is safe and tidy.
 7. The permit period of validity should not exceed the length of the work.
 8. The permit is not transferred or handed over from one crew to another.
 9. Permits are canceled when a general alarm (fire, gas, blowout, abandon, etc.) is sounded.
 10. Welding and burning should not be allowed on any structural member of the plant / rig and classified steel e.g. hull members, derrick, well control equipment, high pressure systems, lifting equipment without the Technical Department's approval.
 11. In the event that the hot work area is located in confined space, overboard, etc. an additional work permit be issued. See « confined spaces » and « working overboard » procedures.
 12. Emergency Procedures: each person in the work party is to be familiarized with the operation and location of all safety equipment provided in the hot work area (fire extinguishers, telephones and alarm buttons) and to be aware of all emergency procedures.

5.9. FIRE WATCHER DUTIES

- The employee assigned should have no other duties while actual cutting or welding is being done.
- Must be present and undistracted at all times with the welder (when specified in the permit) and be able to switch off the electric welding set, or shut off gas bottles in an emergency or in case of any alarm. Give hands-on training and verify that he is capable of shutting down the welding machine or closing the bottles. Verify by having him give a demonstration.
- Must ensure that the work area and the adjacent areas are maintained in a safe orderly condition, i.e. sparks are not falling onto unprotected areas.
- Particular care must be exercised if hot work (i.e. welding, burning, etc.) is being done on module walls, roofs, where heat/sparks/flame could penetrate into adjacent area.

5.10. WORK PERMIT GENERAL CONSIDERATION

1. The rig will use the company Work Permit system that is governed by the Work Permit Form.
2. The Work Permit system is not just another paperwork project. Rather it is a system that helps guarantee the following:

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- Relevant Safety Systems and Barriers in place to prevent injury, damage, or loss.
- Communications between department heads, supervisors, and personnel to avoid conflicting simultaneous operations.
- Proper closure of a project to reestablish normal operations after work is completed or ensure another Work Permit is issued at the beginning of the next hitch.
- Responsibilities and Prerequisites for a Work Permit System. These are required to ensure the proper operation of a Work Permit System.

3. The Operations Superintendent / OIM is responsible for the implementation, operation and training of supervisors and personnel in the Work Permit system.

4. The Plant / Rig will have adequate stocks (pads) of Work Permit Forms. A Work Permit Form contains an original followed by 2 copies (Three sheets in all.)

A SAFETY BOARD IS REQUIRED IN THE CONTROL ROOM / OIM'S OFFICE TO DISPLAY THE ORIGINAL OF THE THREE SHEETS OF THE WORK PERMIT. THE ORIGINAL WILL BE DISPLAYED IN SUCH A WAY THAT ANYONE IN THE OFFICE WILL BE ABLE TO EASILY SEE THAT WORK REQUIRING A PERMIT IS IN PROGRESS.

5.11 GENERAL WORK PERMIT SAFETY REGULATIONS

1. All welding equipment must be shut off when not in use.
2. Keep accesses and escape routes clear.
3. Pressurized gas cigarette lighters and matches should not be carried by anyone welding or cutting.
4. Any potentially dangerous incident must be reported to the supervisor who shall inform the relevant Dept. Superintendent / OIM.
5. Never cut containers and drums.

5.12 HOUSEKEEPING FOR WORK PERMIT OPERATIONS

1. Housekeeping is a foundation for quality, safety and efficiency work that personnel must be trained to perform and maintain.
2. Good housekeeping should be maintained around welding areas to control fire hazards and ensure the work is done safely.
3. Clean and organize the work area before commencing hot work.
4. Clean and organize the work area at the end of the job and before shift change.
5. Remove all flammable and combustible materials from the work area (this includes empty drums, pressurized containers and gas bottles not being used for job).
6. Gas bottles should not normally be inside enclosed spaces. They should be positioned outside and securely lashed in the upright position.
7. Where cables and hoses have to pass through doors, keep door opening to a minimum and ensure that door opening is maintained in such a way that there can be no damage to cables or hoses.
8. Use protective screens or safety barriers to protect others.

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5.13 FIRE PRECAUTIONS IN WORK PERMIT OPERATIONS

1. A fire hose, pressurized up to the nozzle, is to be laid out ready for use if required in the permit.
2. permit.
3. A spare fully charged and appropriate fire extinguisher, additional to those permanently installed, is to be positioned near to the hot work area.
4. The deluge system on drill floor must be pressurized at all times and capable of manual operation.
5. Position fire blankets below hot work area, to protect from sparks and welding scatter.

5.14 PERSONAL PROTECTIVE EQUIPMENT IN WORK PERMIT OPERATIONS

1. When arc welding, the welder should use a shield or helmet (correct shade of filter) that will protect both the eyes and the skin.
 - a) Wear oil-free protective garments such as leather gloves, heavy shirt, cuff less trousers, and high shoes.
 - b) Safety goggles with side shields should be worn during the grinding operations.

5.15. VEHICLE MOVEMENT

Risk Assessment: Conduct a thorough risk assessment to identify potential hazards associated with vehicle movement within the workplace or project site. This should include risks to pedestrians, other vehicles, infrastructure, and the environment. **Traffic Management Plan:** Develop a traffic management plan that outlines designated routes, speed limits, signage, and other controls to manage vehicle movement safely within the site. This plan should consider factors such as vehicle types, volumes, and peak traffic times. **Vehicle Inspection and Maintenance:** Implement procedures for regular inspection and maintenance of vehicles to ensure they are in safe operating condition. This includes checks for brakes, lights, tires, and other essential components. **Driver Training and Competency:** Provide comprehensive training to drivers on safe vehicle operation, including defensive driving techniques, load securing, and awareness of site-specific hazards. Ensure drivers possess the necessary licenses and certifications required for operating specific types of vehicles. **Pedestrian Safety:** Establish protocols to separate vehicle and pedestrian traffic where possible. Implement measures such as designated walkways, barriers, and warning signs to minimize the risk of accidents involving pedestrians. **Communication and Signaling:** Define clear communication protocols for coordinating vehicle movement, including the use of hand signals, radios, and other communication devices. Ensure all personnel are aware of these protocols and always adhere to them. **Emergency Response Procedures:** Develop procedures for responding to accidents, spills, or other emergencies involving vehicles. This should include protocols for evacuating personnel, notifying emergency services, and containing spills to prevent environmental damage. **Environmental Protection Measures:** Implement measures to minimize the environmental impact of vehicle movement, such as spill containment kits, designated refueling areas, and procedures for handling hazardous materials. **Monitoring and Review:** Regularly monitor vehicle movement activities to identify any emerging risks or areas for improvement. Conduct periodic reviews of the HSE plan to ensure it remains effective and up to date with any changes in site conditions or regulations. **Documentation and Reporting:** Maintain thorough documentation of all vehicle movement-related activities, including incident reports, inspection records, and training records. Report any incidents or near misses promptly and investigate their root causes to prevent recurrence

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6. KEY RESPONSIBILITIES

6.1.1 Project Manager

- Shall assist in the evaluation of approved workers.
- Shall ensure that workers agree with the HSE standards and requirements of Azerbaijan Republic.
- Shall comply with the Safety Manual, legal requirement as per Azerbaijan labor law.
- Shall ensure that disciplinary actions are implemented on non-compliance to safety, safety interactions and violations or refusal to comply.

6.1.2 Construction Manager

- Have the overall accountability for construction SITE health and safety.
- Be accountable for achieving safety goals.
- Be responsible for ensuring that workers implement, administer, plan, train, and enforce the health and safety plan.
- Set up SITE HSE and Security Plan and be responsible for their implementation before starting site activities. Use only competent personnel to work on SITE.
- Issue the written instructions setting out the method of healthy and safe work in accordance with the policy on high-risk activities where necessary.
- Inform the management of SOCAR Türkiye including OWNER's Representative of any accidents, incidents, and mishaps with the potential of injury and illness consequences immediately.
- Cease all activities in the area of an identified health and safety problem until it is resolved.
- Immediately remove from the SITE any people (staff, SUBCONTRACTORS, or third parties) who are not willing to comply with the health and safety requirements.
- Provide health and safety training opportunity to all employees.
- Perform corrective actions for any identified unsafe conditions.
- Be responsible for setting up appropriate training including Refresher training, as needed, to enable managers and workers to assess hazards, and to familiarize themselves with the relevant requirements (legislation, regulation and company standards).
- Determine the supervisor/work force ratio in respect to the competence of the workers.

6.1.3 Safety Manager

- Assist the Construction Manager in the management and execution of health and safety plan.
- Conduct regular SITE inspections and prepare reports for Construction Manager for corrective actions.
- Check and advise on each work plan or procedures for health and safety prior to work commencement.
- Coordinate with health and safety section on matters regarding health and safety.
- Liaise with SUBCONTRACTORS Safety Manager on matters regarding the health and safety of all workers under SUBCONTRACTORS.
- Act in the capacity of secretary to Health and Safety Committee.
- Provide advice, guidance such as may be needed in accident prevention.

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- Ensure that Safety Supervisor conducts their safety activities
- If safety violations are determined high risk, then stop the work as necessary.

6.1.4 Safety Supervisor

- Assist Safety Manager and perform the safety activities under the direction of Safety Manager
- Check each work plan or work procedures from the view of safety point and report to Safety Manager
- Advise the supervisory personnel of each function for safety activities Patrol the construction site daily to check that all subcontractor's works are executed in accordance with the Safety Construction Procedures.
- Report immediately to the safety manager any violations that may require work to be stopped.

6.1.5 Nurse

- Be on duty at job site with full time (except when on emergency calls)
- Care for an injured or sick person and keep the record.
- Plan and execute the hygiene activity program for all workers at work-site.

6.1.6 Employee (Worker)

- Comply with safety rules and regulations.
- Work safely and shall not do anything that can cause injury to himself.
- Ensure work tools, apparatus, appliances, materials, and/or equipment including Personal Protective Equipment (PPE) are used correctly and maintained in good serviceable conditions.
- Report any unusual occurrences and all defects of plant and equipment to your immediate supervisor.
- Attend all Tool Box Meetings, other meetings and/or training relating the safety.
- Observe all written and verbal safety instructions issued from time to time by Safety Manager and/or Safety Supervisor.
- Observe and obey all safety signs/notices.
- Develop a personal concern.
- Keep work place clean and tidy.
- Seek medical assistance for all injuries Report to the medical Centre

7. SAFETY AUDITS & RISK ANALYSIS

7.1 RIG AND ACCOMMODATIONS SAFETY INSPECTIONS

- Regular plant / rig safety inspections will be carried out using checklists following safety audit schedule. At minimum, one audit per week will be carried out.
- Such inspections are carried out under the responsibility of the Plant Manager / OIM who may delegate parts of the inspection.
- Checklists are available in the Group HSE manual.
- These will be revised periodically as necessary under the direction of the Plant Manager / OIM in cooperation with the Safety Department.

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7.2 RISK ANALYSIS

Each operation must be audited and analyzed to identify correctly the risks involved. Audits will determine the risks and the likelihood of accidents based on those identified risks and potential for accident. Risk analysis sheets must be used during job's preparation and pre-job meetings. After a job is completed one full analysis must be performed to update the risk analysis sheet.

8. ACCIDENT AND NEAR MISS INVESTIGATION, REPORTING AND FOLLOW UP

See group standard procedures for reporting accidents

All accidents and near misses must be reported to the Plant Manager / OIM and the HSE Manager.

- The Area Superintendent if they occur on the plant site,
- The Tool pusher if they occur on the rig site,
- The Camp boss if they occur at the camp site,
- Potential Contractor's supervisors for their own personnel.

Accident / Near Misses will be reported to Base immediately by phone and within 12hours of occurrence on the ACCIDENT / NEAR MISS / INCIDENT REPORT form

Part A.

The reporting must be done first by the chief of the victim, and then analyzed and commented by the here above persons in charge who will give the report by hand to the dept. Superintendent / OIM together with their comments.

The Superintendent / OIM will forward the report and his own conclusions and action plan to the Plant CEO, Plant Manager /Drilling & Production Manager/Rig Manager, the Personnel dept., and the HSE Manager.

Accident investigation must take place as soon as possible after the accident and after the first report has been generated.

Further to the investigation the form Part B is issued showing follow-up, corrective measures, and improved safety systems for prevention as per standard reporting procedures.

The Plant Manager / Rig Manager will ensure that actions proposed in the accident reports and in the audit reports are completed. The situation will be reviewed during monthly safety committee meetings.

9. SAFETY MEETING ORGANIZATION

9.1 WEEKLY SAFETY MEETINGS

9.1.1 OBJECTIVES

Weekly safety meetings are held to:

- a) Seek ways of communication between staff and personnel.
- b) Eliminate unsafe practices.
- c) Train new personnel and familiarize them with the operations.
- d) Convey safety information to all employees:

Accidents reports

Safety alerts

New and revised procedures

General safety information

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- e) Get participation in and commitment to the safety program.
- f) Resolve any concerns or problems that emerge.

9.1.2 PROCEDURES

All personnel are to attend a Safety meeting once per week.

- In order to ensure continuity, Department Heads or their delegates should conduct Safety meetings.
- Meetings will be held at the same time each week so that attendees are prepared.
- To be more effective not more than 20 people per group should participate in the meeting.
- The meeting will be more productive and motivating if a member of the work group is asked to lead the meeting.
- The meeting should last approximately 30 minutes.
- Items that cannot be resolved at the meeting and action items of general importance should be brought to the attention of the appropriate line ➤ Only Safety matters are to be discussed not Welfare matters.
- The Minutes are to be taken at each meeting using the approved BBG standard form and to be handed over to the Safety Officer.
- In case of services provided to a Client, his representative has a permanent open invitation to any and all meetings whether the meeting concerns safety, operations or otherwise manager.

The Minutes include:

- A list of attendees;
- Subjects discussed;
- Actions arising and by whom; Attachments as required pertaining to any item discussed;
- Additional comments as may have deemed necessary by the Rig Manager or the Safety Department;
- Conclusions and concerns must be acted upon;
- Copies of meetings must be available on the rig site;

9.1.3 TOPICS

The examples below are typical of suitable topics:

- Accidents and Incidents occurred at site or on other rigs;
- Company Safety procedures (New or revised);
- Emergency Procedures (New or revised);
- Hygiene;
- House Keeping;
- Employee safety suggestions;
- Safety alerts;
- Unsafe practices and good practices (observed on the site)

9.1.4 FOLLOW UP

- One copy of safety meeting report must be forwarded to the Plant / Rig Manager and the HSE Manager.

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The plant / rig should do actions not involving purchases of material or hiring of personnel and subjects will be clarified during the next meeting.

- The Plant / Rig / HSE Manager should cooperate and propose appropriate mitigation measures and actions to the Head office.
- The Plant / Rig / HSE Manager will require the support of the Head office if necessary.
- The Plant / Rig / HSE Manager will inform the Depts. Superintendents, OIM and the potential Contractors Representatives about the management's decisions and actions.

9.2 MONTHLY MEETINGS

9.2.1 OBJECTIVES

Monthly safety meetings are held to get together the Plant Manager, the HSE Manager, the Debts Superintendents, the Safety Foreman regarding the Plant and the Drilling & Production Manager, Rig Manager, the OIM, the Tool pushers, the Camp Boss, the Safety Officer, all Supervisors regarding the Rig and potential contractor's representatives as other persons concerned with the following objectives:

- Review all weekly safety subjects, which have been discussed during the month, and to take decisions concerning items that cannot be dealt with on the Rig site.
- Communicate safety information coming from the head office and other sources.
- Analyze all accidents and incidents, which happened during the month and set up appropriate prevention for the future.
- Monitor the progress of actions planned during the previous meetings.

9.2.2 PROCEDURES

- a) The monthly safety meeting shall be conducted by the Plant Manager / Drilling & Production Manager.
- b) Items that cannot be resolved at the meeting and actions of general importance must be brought to the attention of the Head Office.
- c) The minutes shall be recorded in triplicate; the original shall be forwarded to the HSE Manager, the first copy to be forwarded to the Plant / Drilling & Production Manager and the second copy to be filed at site for reference purposes and inspection.

10. RULES FOR THE LIFTING EQUIPMENT

The following applies to the rigs, warehouses and yards.

The standard lifting procedure of BBG will provide guidance to solve any problem related to lifting equipment inspection and use.

In addition, the following rules apply:

Three types of lifting equipment are defined:

- a) Major equipment such as mast draw works etc. for which API std RP apply.
- b) Other equipment such as forklifts, air hoists, cranes, chain blocks etc. which will be identified and number coded on a register. The supplier or manufacturer will certify this equipment for conformity and they should be inspected according to Legislation. Cranes will be tested prior to be used, inspected every 12 months and tested with load every 48 months by a competent third party. Forklifts, air hoists etc. will be inspected every 30 months and load tested every 60 months.

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c) Loose lifting gear such as slings, shackles, hooks etc. which will be identified by:

- A code letter identifying the rig
- A code number which will refer to the purchase order number

Potential contractors must set-up comparable organization for their own warehouse and yards. Cranes will be inspected every 12 months. A color code will be used to control the inspection system.

11. ENVIRONMENT PROTECTION AND WASTE MANAGEMENT

11.1 STATEMENT

The management is committed to the preservation of the environment and will maintain a consistent policy to conduct the operations with a responsible behavior.

The company will strictly comply with International standards so that the environment of drilling locations, roads used by the company transport and surroundings remain protected and unspoiled.

On environmental policy, we shall continue to endeavor to:

- Promote housekeeping as a priority. By continuous effort, maintain accommodations and work areas clean and tidy.
- Consider the environment protection as a decision.
- Comply fully with relevant environmental laws and regulations as well as internal policy.
- Evaluate the results of the past activity and prepare detailed programs for the next operations.
- Keep good relationships with local population in order to assess immediately damage, to mitigate it and to compensate when justified according to the current local practices.
- Consider the cleanup of the worksite as a part of the job whatever its nature (maintenance, construction, etc.).
- Use chemicals with care promoting satisfactory handling, storage & disposal practices, and keeping outlet concentrations at an environmentally acceptable level.
- Minimize generation of hazardous wastes and dispose them through the best, financially acceptable practices.
- Prevent oil spills occurrence by regularly auditing the installations.
- Maintain a specialized equipment stock, train an oil spill team and regularly test the action procedures when a normal levels observed.
- Monitor accurately effluents discharges and implement corrective measures when abnormal levels observed.
- Cooperate with Government for evaluating consequences of environmental laws at both field and company's levels.
- Inform Company's employees on this policy and more generally on environmental good practices. Educating the employees and monitoring, to desist from pollution of the environment.
- Monitor public attitudes on environmental matters in order to adapt this policy and other Company's statements to those attitudes.
- Lay down conditions to contractors and carry out checks on their implementation, on the measures taken in order to protect the environment

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11.2 TASKS

11.2.1 INFORMATION DUTIES

a) Information in case of spill

In case of oil spill, it is a MUST to advise the Plant Manager / OIM who will forward to the base and the HSE Manager all available information on the spill (causes, times, nature, extent).

It is an offense against the laws to try to dissimulate an oil spill caused by our self or to not report an oil spill caused by others.

b) Information on chemicals

In line with the general effort to reduce pollution by chemicals, it is requested to maintain on site a list of the chemicals to be used as well as the corresponding Safety Environment Data Sheets.

11.2.2 OIL SPILL

To report oil spills is a major duty of the OIM / Offshore Operations Superintendent whatever the size and the case.

11.2.3 OTHER OIL DISCHARGES

Main sources of other oil discharges are:

- Process discharges
- Logistic discharges
- Maintenance discharges

a) Process discharges

This concerns mainly fluids directed to the barge tanks and which are finally transferred to the onshore facilities for further management.

b) Logistics discharges:

- This concerns mainly:
 - Transportation by boat
 - Handling and storage of lube oil
- For the rig, the policy is to minimize all discharges by way of proper engine adjustment, refueling procedure.
- Control must be achieved and ship must be stopped because of abnormal pollution. Handling and storage of lube oil will be achieved in order to prevent leaks.
- If leak detected, the content will be immediately re transferred to new containers.

c) Maintenance discharges

The main point of concern is waste oil. Maintenance of engines must be done at a suitable location, in order to recover the waste oil, when replaced. The waste oil must be transferred to the waste oil container for disposal ashore.

11.2.4 CHEMICAL AND LUBRICANTS

In line with the general effort launched to minimize the impact on the environment, it is requested to pay attention to:

- Handling and storage conditions
- Proper use
- Proper disposal of expired product, if any, for all chemicals under his responsibility
- Proper disposal of spill residues and lubricant wastes.

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a) Handling and storage conditions:

The general rules of handling and storage have to be used. Suitable containers must be provided, according to transportation and storage conditions. Proper labeling will be clearly painted on top and on side of the container.

To face a possible case of leak, empty drums are kept.

b) Proper use:

Use of chemicals will be allowed only if justified either by experience or by test. Priority will be given to low toxicity products.

The supplier is obliged to submit a material safety/environment data sheet giving the same information systematically. Failure to do so especially in the case of toxic product being used would be considered as a breach of contract.

The data sheet should contain general data concerning physical-chemical characteristics of the products including the information necessary for the proper handling, storage and elimination of the product.

These data sheet must be filed in HSE Manager / OIM office, Hospital and in sack room. All personnel who mix or handle chemicals must know the data sheets contain.

Uses of toxic chemicals without previous information are generally considered as a case of breach of contract.

c) Disposal of expired product:

It is our duty to properly dispose the chemicals whose quality is no more sufficient for application.

Disposal procedures can be obtained from manufactures.

Unless duly approved it is strictly forbidden to dispose chemicals at sea.

d) Records will be kept in order to achieve a proper management of chemicals:

- Available
- Consumption of chemicals, including lubricants.
- Disposal

As a general rule, the generation of wastes, particularly hazardous wastes, must be minimized. Once generated, a suitable disposal procedure has to be applied. All waste generated by the rig must be recorded.

a) For storing separately the metallic scrap, empty basket for site storage will be provided. When full, the basket will be transferred to shore for disposal.

b) Disposable wastes:

Disposable wastes are considered as food produces, which are biodegradable.

They may be thrown to the sea.

c) Other solid wastes:

According to site, the remaining solid, non-burnable wastes will be disposed ashore.

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11.2.5 DOMESTIC WASTES AND WATERS

The rig and the platforms are fitted with waste(s) sewage pit(s) in which all waster waters are dumped.

11.2.6 BURNABLE WASTES

1. Operational by-products such as paper, cloth, or other non-toxic-residue combustibles will be incinerated.

2. Non-burnable wastes will be disposed of at the appropriate and separated disposal baskets. When full, these baskets will be transferred to shore for disposal.

11.2.7 ATMOSPHERIC POLLUTION AND NOISE

Engines of the rig and mobile equipment (pumps, compressors etc.) must be fitted with exhaust silencers. Above 85 dB (A) personal protective equipment must be provided (ear plugs etc.) and used. Horns and alarms devices must not create inconvenience for the environment. They will be of a low sound level or be replaced by visual systems.

12. PERSONNEL PROTECTIVE EQUIPMENT

Personnel protective equipment PPE are provided by the company and shall be used by all personnel.

12.1 COVERALLS

All Company personnel working on a rig, platforms, onshore plant, yard, workshop or warehouse shall wear BBG coveralls. Long sleeve coveralls are recommended for all personnel.

12.2 SAFETY GLASSES

Safety Glasses will be always worn outside the accommodations.

12.3 HAND PROTECTION

Shall be worn as appropriate from the personnel. Appropriate gloves shall be worn when handling hot pieces of equipment. Leather welder gloves shall be used when cutting welding or heating. Dielectric gloves shall be available for the Electrician and stored in switch gear room.

12.4 HEAD PROTECTION

Protective headgear shall be worn by all personnel at all times in the specified areas. Safety hard hats must be a type approved, not made of non-inflammable, non-conduction material. Employees must not paint in otherwise modify their hard hats.

12.5 HEARING PROTECTION

Shall be worn by all personnel in excessively noisy areas, such as near large machinery particularly in enclosed areas. Only approved protective plugs, earmuffs or noise absorbing equipment must be used.

12.6 SAFETY SHOES

Compulsory in specified area and outside accommodations, safety shoes shall be ordered as per BBG Oil & Gas Standard. Neoprene Safety boots shall be worn for chemical protection or aggressive mud.

12.7 SAFETY HARNESS

Shall be worn at all time by personnel working while exposed to a fall of 0.75 meters (ref. notice Anti-fall devices). Any person entering a confined space where deficiency of oxygen is, or which contains toxic, or noxious gases, must be fitted with a safety belt and lifeline, in addition to breathing apparatus.

Our HSE Strategy

BBG'S COMPREHENSIVE HEALTH AND SAFETY (HSE) COMMITMENT

Our strategy for HSE (Health, Safety, and Environment) includes the following key components

Welcome to our Health, Safety, and Environment (HSE) plan at BBG. We prioritize the well-being of our employees, contractors, visitors, and the environment by implementing comprehensive policies, procedures, and practices aimed at preventing incidents, promoting a culture of safety awareness, and minimizing our environmental footprint. Our plan includes risk management, extensive training, compliance with regulations, incident management, continuous improvement, and environmental stewardship to create a safe, healthy, and environmentally responsible workplace.

Environmental Stewardship

We strive to minimize our environmental impact through sustainable practices, waste reduction initiatives, and pollution prevention measures. Our HSE plan includes provisions for environmental monitoring, conservation efforts, and community engagement.

Proactive Risk Prevention

We prioritize preventing incidents by systematically analyzing risks and implementing appropriate measures to manage them. This includes conducting hazard analysis before work begins, regular safety audits, and risk assessments to identify potential health and safety threats.

Training and Awareness

We place great emphasis on training and preparing our employees on HSE matters. This includes safety training, providing guidance on the use of personal protective equipment, and ongoing awareness campaigns to highlight the importance of following safety protocols.

Continuous Improvement

We are committed to continuous improvement in our HSE performance. We regularly review and evaluate our HSE processes and procedures to identify opportunities for enhancement and innovation.

Strategic HSE Management

We develop strategic goals and action plans for HSE that align with our values and business needs. This involves setting clear performance metrics and reporting systems to assess our progress and respond to changes in the environment.

Employee Engagement

We encourage active participation from our employees in HSE management processes. This includes soliciting feedback, involving them in decision-making processes, and fostering initiative in risk prevention and improving working conditions.



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