



HSE PLAN

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1. INTRODUCTION

This Health, safety and environment plan defines the HSE requirements to be implemented during execution of work at the project site.

The requirements given in this document and requirements given therein will form part of this HSE plan. The responsibility of implementation of this 'HSE Plan' and communicating its relevant parts, including subsequent revisions rests with DCON. The Operations Manager and the HSE Coordinator will ensure the implementing the HSE Plan.

Ensuring safety is a responsibility of DCON and has to brief the employees about the hazards and safety precautions to be followed before assigning any job to them. The roles and responsibilities of the site personnel in accident prevention is given in this document under organization responsibilities.

All DCON employees who are working on the client site shall read understand and practice this HSE plan without any exception.

This HSE Plan shall be submitted to client and this HSE Plan is subjected to any amendments to comply further to all the requirement of client based on comments from client's HSE department.

2. PURPOSE

This HSE plan is prepared to implement sound HSE management system during execution of the project. This HSE Plan makes references to DCON own procedures and Standard Procedure for working safely at the client site. The implementation of this Plan will create a mindset, intolerant of any accident, injury and damage, regardless of severity.

The client should be totally committed to employee safety and loss control. It is our intention:

- ✔ That all employees be allowed to work under the safest conditions possible.
- ✔ That we maintain a workplace and equipment free from recognized and potential hazards.
- ✔ That we provide information, training, and supervision that enables employees to perform their jobs safely.

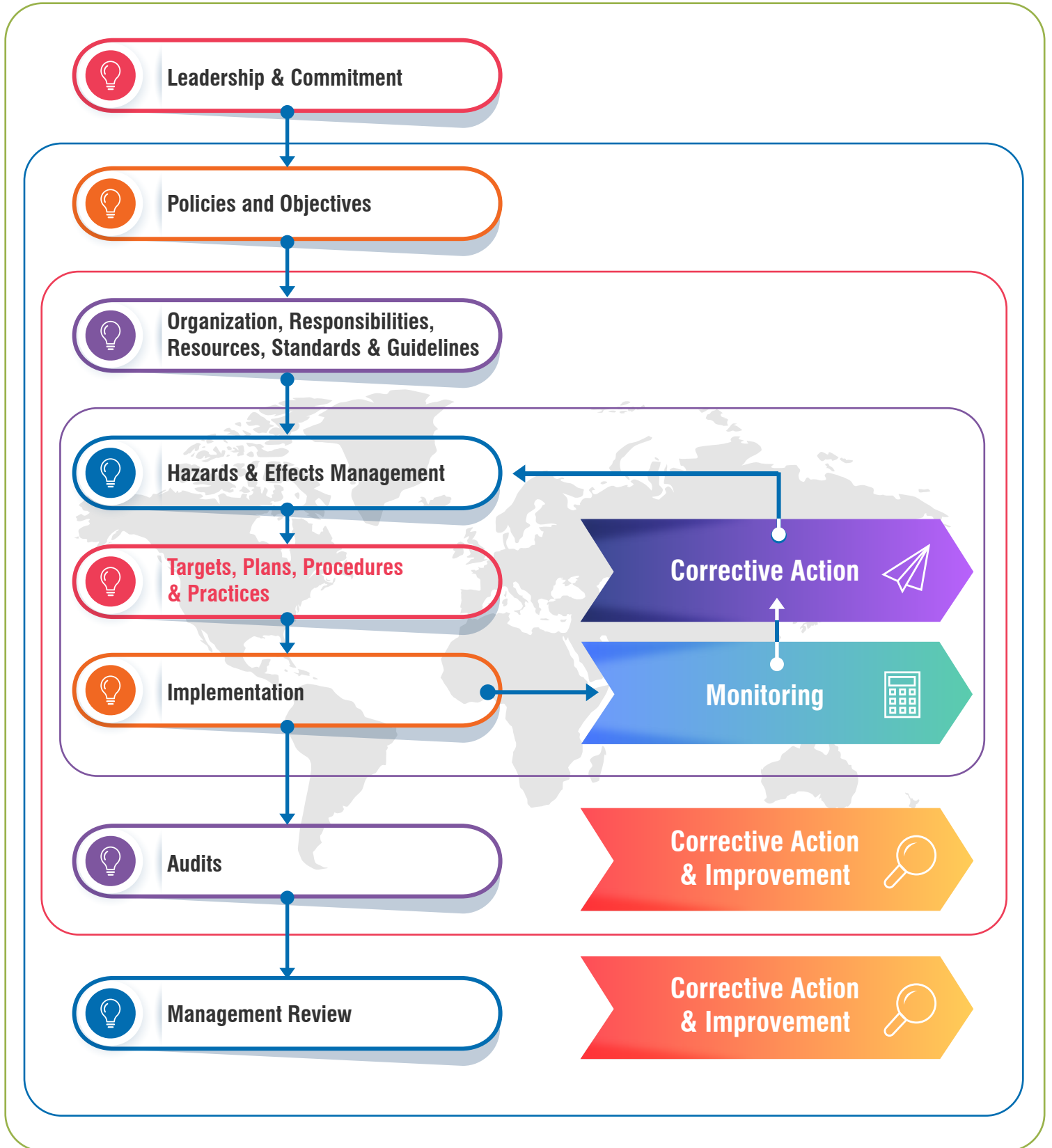
This is the HSE Plan complied by DCON. The Plan addresses the intention to ensure that HSE matters are managed throughout the duration of the contract.

3. HSE MANAGEMENT SYSTEM

DCON HSE Management System defines the principles by which we conduct our operations in client site with regards to health, safety, and the environment.

Management communicates the HSE philosophy to all employees, and each DCON organization must provide positive evidence of conformance to the system

DCON Safety, Health and Environment (SHE) management system provides the framework for managing all aspects of development.



4.

LEADERSHIP & COMMITMENT

DCON is committed to provide the required resources (training and manpower) to ensure that all work activities are conducted in a safe manner to the satisfaction of client and company standards. Management is also committed to provide the following incentives to encourage workers to participate actively in the HSEMS continuous improvement process.

The management is also committed and gives high priority in HSE matters and collective agendas, all senior managers will set personnel example to other by actively participating and attending HSE meetings and carryout personnel investigation of HSE audits and reviews etc.

DCON posses HSE feedback system and all employees are encourage for HSE feedback, complaints and system improvement and ensures that policies and standards are endorsed and implemented at all the levels through feedback, monitoring and HSE reviews.

5.

CONTRACT OBJECTIVES

1. To achieve zero accidents/ Incidents at client site,
2. All incidents are preventable by safe working methodology and HSE consciousness
3. To achieve at least two System Improvement report and feedback on the HSE Management system, from field staff and technicians working on site
4. Everyone is responsible for their own and their colleagues' while working on client sites
5. To communicate the HSE policy to all employees working on site by providing copy of HSE policy and by displaying HSE policy on the notice board and discussion with all site staff and technicians.

6.

HSE INCENTIVE SCHEME

DCON HSE Management System defines the principles by which we conduct our operations in client site with regards to health, safety, and the environment.

Management communicates the HSE philosophy to all employees, and each DCON organization must provide positive evidence of conformance to the system

Description	Frequency	Prizes
Safety man of the month	Monthly	Appreciation Certificate
Best near miss report	Quarterly	T-Shirt with company logo + Appreciation Certificate
Best HSE performer of the year	Annually	T-Shirt with company logo + Appreciation Certificate+ Rs.1000 Appreciation

7. DRUG & ALCOHOL POLICY

We have a stringent policy on possession and/or use of Alcohol or illegal substances (drugs). The below excerpt from our Company Employment Manual make this clear to all employees who work with us.



DRUG AND ALCOHOL POLICY

Unauthorised / Illegal Substances

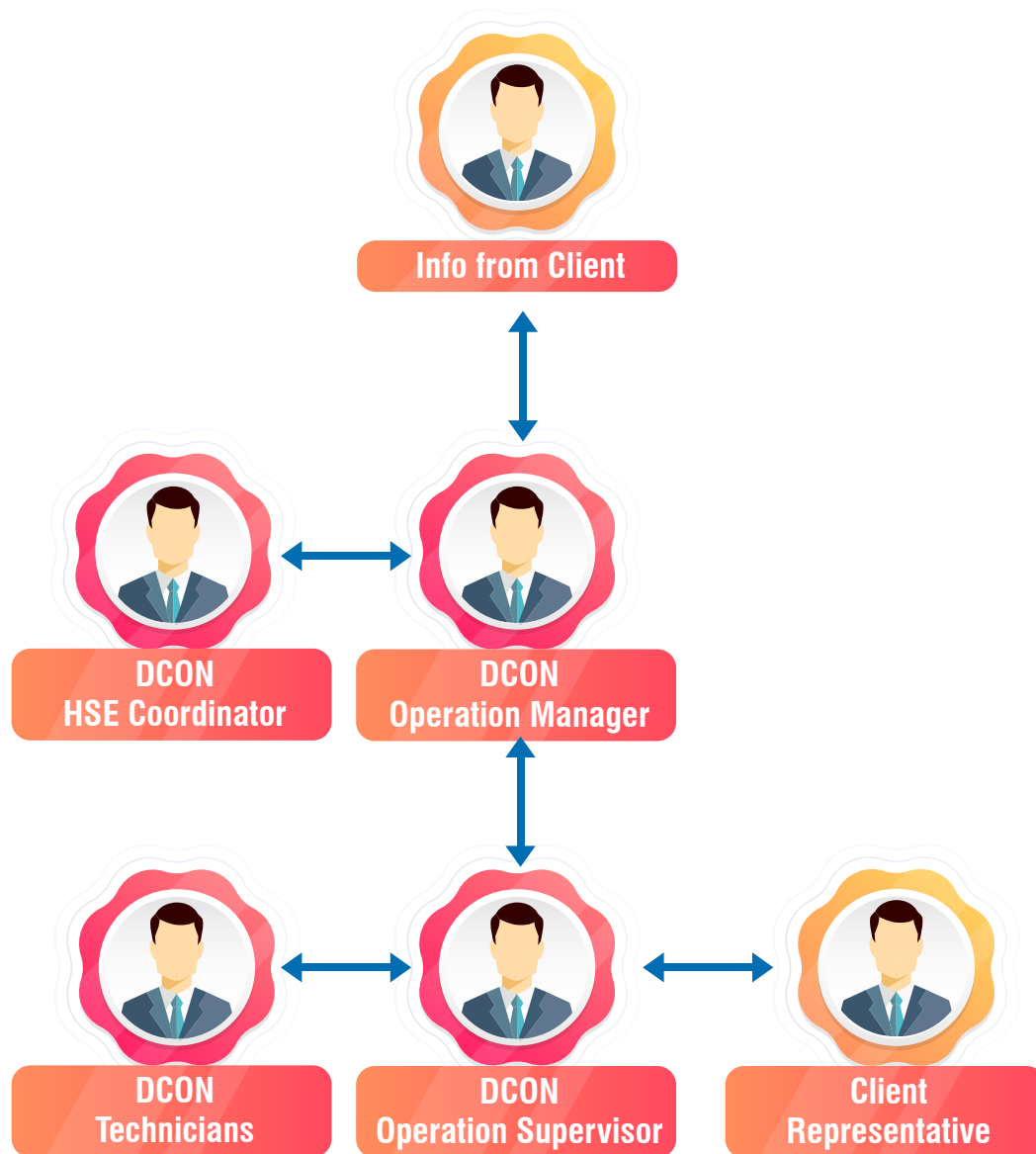
- a) The possession or consumption of alcohol or illegal drugs on Company premises or job sites is not permitted. The employees shall not report for duty when under the influence of such substances. The employee is strongly discouraged from drinking alcoholic beverages prior to or during working hours or in territories where it is against the local legislation.
- b) If, upon presenting themselves for duty and in the opinion of a superior or on complaint by Client or co-worker, the employee is deemed under the influence of alcohol, the facts will be reported to the department manager who shall require the employee concerned to produce a negative breath test result at their own cost prior to being allowed to commence or resume work.
- c) Failure to comply with items a) and b) above shall result in the employee being sent to their accommodation without pay and further disciplinary action will be taken in accordance with Company Disciplinary Procedure.

Reference

Company Employment Manual

8. ORGANIZATION STRUCTURE

8.1 Onsite Organization structure



8.2 Roles & Responsibilities

1) HSE Coordinator & Management Representative

Ensure that the business adhere to all the legislative and organizational Health, Safety and Environment (HSE) Requirements. HSE is responsible for coordinating the Environmental, Health, Safety, legal compliance programs and related issues. Key duties and responsibilities are as follows

- ✔ Maintain the Occupational Health & Safety Management System.
- ✔ Conduct and coordinate Safety Awareness Training, and Staff Supervision.
- ✔ Conduct Safety Inspections / Audits
- ✔ Issue and check HSE system documentation.
- ✔ Conduct training as and when required.
- ✔ Attend HSE meetings at client sites with client HSE staff.
- ✔ Identification and remedial action on all HSE Matter.
- ✔ Identify departmental safety problems.
- ✔ Conduct monthly safety meetings on site with DCON and Loss prevention team members
- ✔ Conduct risk assessment on annual, monthly and weekly basis, risk assessment is performed on the type and nature of job and for each and every individual project
- ✔ Update and maintain the specific work instructions
- ✔ Maintaining of registers relating to machinery, tools, lifting equipment and pressure vessels on site
- ✔ Update HSE Notice boards as when required.
- ✔ Collect and assemble HSE Statistics for monthly reporting purposes
- ✔ Monthly operations audits to monitor compliance with company policies and procedures
- ✔ Updating of information onto the system which would include capturing of reports for all incidents, accidents, inspections and audits
- ✔ Maintain safety standards as set out by the client

2) Operations Supervisor

- ✔ Ensuring that all activities on site are carried out in safe and recommended methods.
- ✔ Implementation and review of the effectiveness of the Environmental Health Safety Management System.
- ✔ To participate in the internal audit of the functions / departments as per the internal audit plan.
- ✔ To initiate corrective and preventive actions, in case of any non-compliance with respect to HSE management system
- ✔ To identify the training needs of respective department members and coordinate with department in nominating right persons for training.
- ✔ To identify, control and maintain HSE records related to departments.
- ✔ Implementation of Health Safety Environment Policy and objectives and HSE Plan
- ✔ To reduce wastes and conserve the resources.
- ✔ Supervise the activities of the subordinates and ensure that handling and storage and process monitoring are done as per the recommended procedures

3) Technicians

- ✔ Should be aware of HSE consequences, actual or potential, of their work activities, their behavior, and the EMS benefits of improved personal performance as well as environment,

- ✔ Should be aware of their roles and responsibilities and importance of achieving conformance with Health Safety Environment Policy and procedures and with the requirement of Environmental Management System, including emergency preparedness and response for achieving conformity.
- ✔ Should be aware of the potential consequences of departure from specified operating procedures.
- ✔ Comply with all emergency evacuation procedures and emergency drills. Attend training conducted by HR / HSE team on various aspects of environment - health safety. Report unsafe working operations / activities. Participate in incident investigation.

9. DCON HSE Program

Introduction to DCON HSE Program

State law, as well as the company policy, make -safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of DCON to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment for every DCON employee. Inform your Project Manager immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

Safety Program Goals

The objective of DCON is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries. The personal safety and health of each employee is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but our employees must bear primary responsibility for working safely.

Safety Rules for All Employees

It is the policy of DCON that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations or otherwise must be planned to prevent accidents. To carry out this policy, the following rules will apply:

- ✔ All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the HSE In-charge, and corrective action is taken immediately.
- ✔ The DCON HSE In-charge shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
- ✔ Good housekeeping must be practiced at all times in all work areas. Clean up all waste and eliminate any dangers in the work area.
- ✔ Suitable clothing and footwear must be worn at all times. Personal protection equipment (PPE, hard hats, respirators, eye protection) will be worn whenever needed.
- ✔ All employees will participate in a safety meeting conducted by the HSE In-charge.
- ✔ Anyone under the influence of intoxicating liquor or drugs, including prescription drugs, which might impair motor skills and judgment, shall not be allowed on the job.
- ✔ Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- ✔ Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the HSE In-charge.
- ✔ Employees shall not handle or tamper with any valves, electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
- ✔ All injuries should be reported to the HSE In-charge so that arrangements can be made for medical or first aid treatment.

10. HSE COMMUNICATIONS

All HSE communications are communicated to site employees via, notice board and distribution of hard copies such as safety bulletins, newsletters and safety talks.

All client requirements and expectations are communicated to the site employees.

All relevant telephone numbers and identities of emergency services will be circulated throughout the site locations, and sufficient telephone will be provided to ensure effective channels of communication are maintained. Employees will be properly briefed as to actions to take in emergency situations in appropriate languages, i.e. Malayalam, Hindi, English.

Monthly HSE performance records are maintained and will be intimated and distributed to all employees

10.1 Hazardous Substances Communication

When hazardous substances are used in the workplace, a hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling and employee training will be in operation. MSDS materials will be readily available for each hazardous substance used. A regular question and answer sessions during the tool box talks on dealing with hazardous materials will be given to keep employees informed.

An explanation of what an MSDS is and how to use and obtain one; the following things will be explained to all the site staff and technicians.

- ✔ MSDS contents for each hazardous substance or class of substances;
- ✔ Explanation and identification of where hazardous substances are present in their work area;
- ✔ The health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used;
- ✔ As well as informing them of hazards of non-routine tasks.

11. HSE MEETINGS

DCON realizes how essential effective HSE communication is for successful HSE performance, in regards to this regular safety meetings will be established along the following routine:

Meeting title	Frequency	Who should attend	Conducted by
Initial Kick-off Meeting	Pre-execution, Award of contract	DCON Operation Manager, Operation Supervisor, HSE Coordinator.	DCON Operation Director
ToolBox	Daily prior to start jobs.	Work Team	DCON HSE Coordinator/DCON Operation Supervisor
Group HSE Meeting	Monthly	All Site Staff	DCON Operation Director

Agendas for the monthly meetings will be prepared and circulated in advance and minutes will be kept and circulated after the meetings, detailing any actions to be carried out, action parties and close out dates.

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- ✔ Incident and Near Miss Review
- ✔ HSE Initiatives and Alerts
- ✔ Transport / driving safety
- ✔ Discussion on specific HSE topics

12. HAZARD & RISK MANAGEMENT

DCON shall apply the Hazards identification & risk assessments Process to cope with hazards that are associated with our operations. Key element of the process is

- ✔ Identification
- ✔ Assessment
- ✔ Control

Hazards that may result in personal harm of whatever kind and form shall never be tolerated under Hazard identification and risk assessment process.

DCON Hazard identification and risk management procedures is in place, all activities of DCON are Risk assessed and prior to start of each activity JSA (Job safety Analysis or Last minute task risk assessment is performed by the technicians on site.

Treating is the next logical option after a hazard has been identified, assessed & defined to be intolerable.

Controls & measures to treat this category are:

- ✔ Adequate work practices.
- ✔ Personal Protective Equipment (PPE)

Engineering Controls aim at eliminating the hazard(s) by carefully analyzing process, procedure, module, tool, product or component.

Improvements in work practice include but are not limited to enhanced education of the work force, training, good housekeeping, proper storage etc.

The controlled use of PPE aims at preventing certain hazards that are inherently associated with our operations.

12.1 Evaluation

The potential to cause harm or damage is defined as hazard. Harm could include ill health, minor or severe injuries and in the worst scenario fatality. Damage may be caused to plant and equipment, property, vehicles, products, material or the environment. All hazards must be assessed and controlled because they may cause physical harm, damage to property etc.

13.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Proper safety equipment is necessary for the protection. The DCON provides the best protective equipment it is possible to obtain. Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. The DCON operations supervisor will advise as to what protective equipment is required for the job. Certain jobs require standard safety apparel and appliances for the protection of the employee.

On-site safety includes not only DCON rules and regulations but also those established by client within their facilities. Personal Protective Equipment will be worn anytime an employee is entering client facilities or off-site work location for any job to be performed.

Other PPE depending upon the job requirements

- ✓ Ear protection
- ✓ General gloves
- ✓ Leather gloves for hot work jobs such as welding
- ✓ Dust mask
- ✓ Approved spectacles for protection against sunrays
- ✓ Face shield for protection against chemical splashes
- ✓ Safety harness
- ✓ Respirators

S. No	DESCRIPTION OF PPE	QUANTITY/ EMPLOYEE	FREQUENCY
1	Safety glasses/spectacles	As Required	As Required
2	100% nomex long sleeve one piece IIIA coveralls in full compliance with American association of textile chemist and colorist (AATCC) (Blue color for general workers & Paige color for HSE personnel)	1 Set	Annually
3	Safety boots (short / long neck)	1 Nos	As Required
4	Safety helmet of approved color	1 Nos	Every Three Year

14. ENVIRONMENT

DCON takes special attention and care towards the environment protection, DCON has established environment protection procedures and management programs however, it is instructed to all site staff and technicians to strictly follow client's established procedures.

14.1 Environmental Protection

This area is involved with the identification and quantification of environmental quality concerns, development and maintenance of operating permits, assessment of pollution abatement programs, and liaison with local environmental protection regulations.

14.2 Protection and waste disposal

All DCON Personnel are to follow the protection and waste disposal tasks according to the client established procedures and waste disposal policy

DCON shall conduct an environment audit through competent auditor responsible for conducting environmental audits as and when necessary

14.3 Waste Management

DCON will strictly abide by the following client rules of waste management

- ✔ DCON will every effort to keep the environment clean while performing the contract activities
- ✔ Any waste whether liquid or solid or non hazardous generated from DCON activities shall be collected in an approved designated skips, transported and disposed at an approved recycling facilities or Municipality disposal facilities
- ✔ Evidence and records shall be maintained and presented to client on all waste and qualities that were disposed or managed
- ✔ DCON will firmly secured and covered to avoided any possible pollution while transporting it on road to the approved disposal areas
- ✔ Workers handling waste will be provided with PPE suitable to the waste being managed or as identified in the material safety data sheets.
- ✔ DCON will ensure proper good housekeeping by the continuous waste removal from site to avoid waste accumulation.

15. EMERGENCY RESPONSE

A specific emergency plan for each facility must available at all client sites, on client sites DCON employees must follow client emergency plan. A list of people with specific duties during an emergency and a description of their duties, Floor plans showing evacuation routes, the location of shutoff switches and valves for the utility systems (water, gas, electrici

ty), and the locations of emergency equipment and supplies (including medical). Indications on the floor plans of areas where specific hazards (i.e., toxic, flammable, and/or radioactive materials) exist, Location and description of special hazards or hazardous devices should be

15.1 Client Emergency Response Induction Training

As per the requirement of client, All DCON Personnel working on site shall be clearly briefed on their roles & responsibilities in emergency situations by client. All DCON personnel shall receive appropriate training / induction from client to fulfill their task during emergency situation. If work necessitates, it will include wearing of breathing apparatus and specialized PPE.

15.2 During Emergency on site

If in emergency happens during the work activity, DCON employees shall follow the site instruction and assemble at the nearest muster point until further orders. DCON employees shall contact client emergency contact numbers.

15.3 Emergency and Organization & Responsibilities

During emergency situation, All DCON personnel shall follow roles and responsibilities briefed and instructed during emergency response induction training provided by client to all DCON personnel working on client site.

Supervisors Responsibilities

During emergency situation, DCON operations supervisor shall follow roles and responsibilities briefed and instructed during emergency response induction training provided by client.

DCON operations supervisor must ensure that those under his supervision are familiar with client emergency response plan, for the facility, particularly the recommended exit routes and how to report an emergency. Operations supervisor must also ensure that all personnel under his supervision are familiar with emergency contact number during emergency.

Operation supervisor shall familiarize his team with the client emergency contact numbers in case of emergency

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Operation supervisor shall familiarize his team with the client emergency contact numbers in case of emergency

No Loitering

Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge. The sounding of a fire bell means immediate evacuation by the nearest exit. Employees must not reenter an area that they have evacuated until notified that it is safe to return.

Employee Responsibilities

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows: If there is threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are. Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number. Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.

16. FIRE PREVENTION PLAN

16.1 Fire Safety

Introduction

Policy and planning for fire safety at DCON takes into account the special fire hazards for specific operating areas, the protection of high-value property, and the safety of employees. These ends are met by:

- ✔ Non-combustible or fire-rated materials and construction practices suitable to the assigned uses of buildings and facilities.
- ✔ Alarm systems and automatic extinguishing systems.
- ✔ Availability of suitable hand extinguishers and local hose lines for use before firefighters arrive.

16.2 Supervisor Responsibilities

Supervisors must ensure that their personnel are properly instructed regarding potential fire hazards involved in their work and around their workplaces, the proper precautions to minimize fires, and the procedures in case of fire.

16.3 Class A Combustibles

Class A combustibles are common materials such as wood, paper, cloth, rubber, plastics, etc. Fires in any of these fuels can be extinguished with water as well as other agents specified for Class A fires. They are the most common fuels to be found in non-specialized operating

areas of the work place such as offices. Safe handling of Class A combustibles means: Disposing of waste daily. Keeping work area clean and free of fuel paths, which can spread a fire, once started. Keeping combustibles away from accidental ignition sources such as hot plates, soldering irons, or other heat or spark-producing devices. Keeping all rubbish, trash, or other waste in metal or metal-lined receptacles with tight-fitting covers when in or adjacent to buildings. (Exception: wastebaskets of metal or of other material and design approved for such use, which are emptied each day, need not be covered.

16.4 Class B Combustibles

Class B combustibles are flammable and combustible liquids (including oils, greases, tars, oil-base paints, lacquers) and flammable gases. Flammable aerosols (spray cans) are treated here. Cryogenic and pressurized flammable gases are treated elsewhere in this manual. The use of water to extinguish Class B fires (by other than trained firefighters) can cause the burning liquid to spread carrying the fire with it. Flammable-liquid fires are usually best extinguished by excluding the air around the burning liquid. Generally, this is accomplished by using one of several approved types of fire-extinguishing agents, such as the following: Carbon dioxide ABC multipurpose dry chemical Halon 1301 (used in built-in, total-flood systems) Halon 1211 (used in portable extinguishers).

Safe handling of Class B combustibles means: Using only approved containers, tanks, equipment, and apparatus for the storage, handling, and use of Class B combustibles. Making sure that all containers are conspicuously and accurately labeled as to their contents. Dispensing liquids from tanks, drums, barrels, or similar containers only through approved pumps taking suction from the top or through approved self-closing valves or faucets. Storing, handling, and using Class B combustibles only in approved locations, where vapors cannot reach any source of ignition, including heating equipment, electrical equipment, oven flame, mechanical or electrical sparks, etc.

Never cleaning with flammable liquids within a building except in a closed machine approved for the purpose. Never storing, handling, or using Class B combustibles in or near exists, stairways, or other areas normally used for egress. In rooms or buildings, storing flammable liquids in excess of 10 gallons in approved storage cabinets or special rooms approved for the purpose. Knowing the locations of the nearest portable fire extinguishers rated for Class B fires and how to use them. Never smoking, welding, cutting, grinding, using an open flame or unsafe electrical appliances or equipment, or otherwise creating heat that could ignite vapors near any Class B combustibles.

16.5 Electrical Fires

There are many combustible materials, including electrical equipment, oxidizing chemicals, fast-reacting or explosive compounds, and flammable metals, which present specialized fire safety and extinguishing problems. Refer to other appropriate chapters of this manual for safe handling advice. If in doubt, request advice from the Responsible Safety Officer.

16.6 Fire Exits

Exit corridors must not be used for storage. The Life Safety Code, NFPA 101, requires that buildings designed for human occupancy must have continuous and unobstructed exits to permit prompt evacuation of the occupants and allow necessary access for responding emergency personnel. The intent of the Code is to keep exits free from obstructions and

clear of combustible materials. Attention to housekeeping, therefore, is very important. "Temporary" storage of furniture, equipment, supplies, or anything else is not permitted in exit ways. Combustibles, including recyclable waste paper, are not permitted in exit ways. Metal lockers with ends and tops ferried to the walls and that do not interfere with minimum exit width requirements may be installed in exit corridors when approved by the Fire Department and the Responsible Safety Officer.

17. PERFORMANCE MONITORING

The objective of DCON management is to prevent all accidents and incidents from happening during the execution of our project operations. The safety target is monitored by the following.

Performance

Safety performance will be measured by:

We are committed to keep records of monthly HSE performance report to client containing the follow criteria (statistics) as a minimum:

- ✓ Man-hours
- ✓ Fatalities
- ✓ LTI
- ✓ First aid cases
- ✓ Incidents (fires, damages, accidents...etc)
- ✓ Training topics/ Tool box talks

18. HSE INCIDENTS REPORTING & INVESTIGATION

Accident Prevention Policy

Each employee has a personal responsibility to prevent accidents. He has a responsibility to his family, to his fellow workers and to the Company. He will be expected to observe safe practice rules and instructions relating to the efficient handling of his work. His responsibilities include the following:

- ✓ No job is done efficiently unless it has been done safely. - Know and obey safe work practice rules.
- ✓ Know that disciplinary action may result from a violation of the safety rules. - Report all injuries immediately, no matter how slight the injury may be.
- ✓ Caution fellow workers when they perform unsafe act. - Don't take chances.

- ✔ Ask questions when there is any doubt concerning safety. - Don't tamper with anything you do not understand.
- ✔ Report all unsafe conditions or equipment to the operations supervisor immediately.

Accidents / Incidents Reporting

All accidents / incidents and near misses are to be reported to the client and operations supervisor, if the requirement of the client is to report in their format then all the technicians should make themselves familiar with client format, the responsibility of operations supervisor is to provide all information about client incident reporting system. Simultaneously, incidents should be reported as per the procedure with DCON incident reporting system.

Incident Investigation

DCON will adopt the, 'Incident Investigation, reporting and follow up procedures and guidelines' for the basis of the incident reporting and investigation system. Any incident leading to personal injury, occupational ill health, loss or damage to assets, or damage to the environment will be reported, using the appropriate methods to client.

The HSE coordinator in cooperation with operations supervisor will investigate incidents in conjunction with client. The objective of the investigation will be to:

- ✔ Determine the sequence of events leading to the incident
- ✔ Determining the immediate and underlying causes of the incident
- ✔ Assessing the probability of recurrence
- ✔ Recommending remedial measures
- ✔ Circulating findings throughout workforce and to client

A primary tool used by DCON is to identify the areas responsible for accidents is a thorough and properly completed accident investigation. The results of each investigation will be reduced to writing and submitted for review by management.

A satisfactory accident report will answer the following questions:

1. What happened? The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer.

2. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.

3. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. This is a decision by the responsible DCON Operations supervisor and HSE coordinator, as well as top management.

4. What has been done? A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

19. HSE AUDITS

The best method to establish a safer workplace is to study past accidents, complaints from client, and system improvement reports raised by the employees. By focusing on past injuries, DCON hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, it may be requested to participate in a safety interview.

Each day, before you begin work, inspect the area for any dangerous conditions. Inform the DCON operations supervisor of any unsafe conditions, so other employees and guests are advised. They may give written communications regarding unsafe conditions or serious concealed dangers.

The HSE Coordinator will perform once in 3 months an internal safety audit of the facility and of each employee's working methods. This internal safety audit is to ensure that all employees are practicing safe working methods.

HSE AUDITS

Pre-Execution HSE Audit

SAFETY INSPECTIONS

Pre mobilization inspection

DCON carries hand tools leak sealing equipment's which do not require lifting equipment's, however DCON will make sure that all equipment's are hand tools are in working condition, only equipment and plant found suitable shall be mobilized and used.

Pre Execution

The DCON operations supervisor shall carry out the following inspections as per the schedule given below:

✓ Workshop (On-Site)	Weekly
✓ Electrical & Portable tools	Weekly
✓ House Keeping	Weekly
✓ First Aid Boxes	Weekly
✓ Hand Tools	Weekly

The DCON operations supervisor is responsible for replacing or rectifying any discrepancies from the Contract HSE Specifications and related applicable locale rules and regulations.

20. MANAGEMENT REVIEW

Management review plan for the HSEMS management review meetings plan for this project where this HSE plan will be reviewed annually or as deem necessary to ensure its suitability and adequacy (specially the risk assessments)

Management review plan:

Meeting title	Frequency	Who should attend	Conducted by
Management Review meeting	Annually	Top management, Operation manager, operation supervisor, HSE coordinator	Project Director

21. SECURITY

DCON will strictly comply with client and Governmental security procedures and any instruction or direction issued by relevant security officer.

DCON will adhere to the requirements of the client security Plan which includes the following

- ✔ Data protection
- ✔ Proprietary information
- ✔ Material exit procedure to prevent unauthorized removal of materials
- ✔ Substance abuse (Alcohol & Drug) policy and programme
- ✔ Storage and securing of equipment
- ✔ Reporting of security incidents
- ✔ Auditing
- ✔ Voluntary principles of security and human rights



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