



Health, Safety, Environment and Quality Policies

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Health, Safety, Environment and Quality (HSEQ) Policy

Giant Oil Tools is committed to delivering quality services and products to its customers without harm to life, health, the environment or property. This commitment is imbedded in our company philosophy, mission and vision statements, core values, annual objectives and targets and throughout our Management System.

Our company management and all of our employees have a responsibility to comply with the HSEQ, and all applicable regulations and requirements. We intend to meet and, where possible, exceed industry standards for workplace health and safety.

All employees of Giant Oil Tools have a responsibility for their own safety and the safety of others. Everyone has a duty to report, as soon as possible, all hazardous conditions and occupational incidents including injuries, occupational illnesses, environmental spills, property damages, and near misses.

Giant Oil Tools Authority shall ensure continuous improvement through internal audits, inspections, investigations and corrective actions which target root causes. Everyone is encouraged to offer suggestions or ideas to improve health and safety as well as the quality of the services we provide.

Managers and supervisors are directly responsible for maintaining a safe workplace and for ensuring that the employees under their supervision comply with the Management System. Managers, supervisors and all employees must take all reasonable care to ensure the safety of our people, the environment, vessels and equipment. The Authority shall monitor and control all activities which pose significant impact to the environment.

Management shall ensure that personnel are trained and competent to perform their duties effectively and responsibly.

In the spirit of consultation and cooperation, the Authority shall work with our Workplace Health and Safety Committee members to ensure we maintain a healthy and safe workplace free from injuries and other losses.

Giant Oil Tools leadership is committed to:

- Continually pursue the goal of zero harm to people, assets and the environment;
- Mitigation of foreseeable hazards through active risk management;
- Ensure HSEQ is integral throughout the planning, design, construction, operation, maintenance and disposal of our assets and services;
- Provision of information, instruction and training that is relevant to a person's duties and responsibilities;
- Ensure sub-contract organizations manage HSEQ in accordance with this policy.
- Continual improvement by setting clear objectives, performance monitoring and the encouragement of constructive feedback to enhance overall performance;

- Promote a culture in which all have the belief and commitment to achieve our goal.

Smoke Free Workplace Policy

Policy brief & purpose

Our employee smoking policy outlines our rules regarding smoking in the workplace. This policy aims to protect non-smokers without unreasonably depriving smokers from their right to smoke.

What is covered under the Employee Smoking Policy?

- Our employees who smoke need to follow this policy so they will:
- Protect non-smokers from second-hand smoking
- Avoid setting off alarms and smoke detectors
- Preserve an image of a clean workplace
- Avoid fires from discarded cigarettes

Scope

This policy applies to all employees of our company as well as to visitors, contractors and temporary staff.

Policy elements

Our policy refers to all tobacco products. As a general rule, smoking isn't allowed indoors. This rules refers to:

- Working areas
- Workshop
- Hallways
- Staircases
- Restrooms
- Warehouse
- Company vehicles
- Kitchen

Smoking is prohibited indoors at any time, not just during working hours. If an employee stays late at work, they're still obliged to follow this policy.

Areas where smoking is permitted

We permit smoking during normal breaks at:

- Designated smoking areas
- Balconies and open-air verandas

- Any outer premises outside of our company's building

We also advise our employees to:

- Extinguish their cigarettes and discard them only in appropriate containers
- Avoid smoking when they have scheduled meetings with clients or vendors
- Avoid smoking near flammable objects and areas

Our company's actions:

- We placed signs at all areas where smoking isn't allowed
- Communicate this policy to employees

Disciplinary Consequences:

- We expect employees to respect this policy and their colleagues. We'll take disciplinary action towards employees who disregard this policy:
- Employees who violate this policy frequently or cause severe problems (e.g. fires) may face serious consequences.
- Employees who violate this policy infrequently or don't because major issues will face reprimands or detraction of benefits.

Managers and our HR department are responsible for taking appropriate action after they investigate any incidents thoroughly.

Drugs and Alcohol Policy

Purpose

To ensure public safety and to maintain a safe, and productive work environment for all employees by preventing accidents or other dangerous incidents that may result from drug or alcohol use. This policy applies to all employees of the company.

Regulations

- You must not be in possession of any illegal drugs whilst working our sites or premises.
- You must not under any circumstances be under the influence of drug
- or alcoholic substances whilst on our sites or premises. Note that, as previously consumed drug or alcoholic substances may affect your performance at work, you may still be considered to be under the influence.
- If you are on drugs for any medical reason, please inform your supervisor or manager at once.

- If your supervisor or manager believes that you are under the influence of drugs or alcohol whilst on our sites or premises, you will be asked to leave, having been advised of the support available to you and your rights in accordance with our disciplinary procedure
- There may be circumstances where we would ask you to provide
- an alcoholic or illegal drug substance test sample. This may be as
- part of an initiative to carry out random testing or otherwise.
- Any refusal to provide a test sample may lead to disciplinary action.

DISCIPLINE

- Employees found to be in violation of this policy by either directly possessing or using alcohol or drugs, as described above, or through a verified positive drug, will be subject to immediate discharge from employment.
- Any employee who fails to cooperate with the requirements set forth in this policy, including refusal to test, failure to provide a specimen within a reasonable time, failure to report for a scheduled appointment to provide a specimen or adulteration of a specimen, will be subject to disciplinary action which may include immediate termination of employment.

ADMINISTRATIVE

- The company strictly prohibits the use, possession and/or sale of illegal drugs, drug paraphernalia or unsanctioned use of alcohol aboard company vessel(s) or property. The company will cooperate fully with public authorities in the prosecution of anyone in violation of said prohibition.
- Information concerning drug and/or alcohol test results and information concerning violations of this policy will be treated as confidential information. Such information will be released only to management representatives who have a need to know, where required by law or regulation. Test results or documentation showing the employee has been subject to random drug testing shall be provided to that employee or to his/her designated representative, upon written request by the employee.

Personal Protective Equipment (PPE) Policy

Policy brief & purpose

The purpose of the personal protective equipment policies (PPE) is to protect the employees of Giant Oil Tools from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment is being provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

Note:

All personnel, visitors and third-party personnel undertaking any jobs or tasks within Giant Oil Tools premises including (sites, rigs, warehouses and workshops) must wear suitable (PPE) Personal Protective Equipment.

There are Mandatory Five PPE to be Worn in all OilTrak facilities & Work Locations which are:

- Helmet.
- Safety Boots.
- Safety Gloves.

- Coverall
- Eye Cover

Responsibilities

Supervisors:

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

- Providing appropriate PPE and making it available to employees.
- Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
- Ensuring that PPE training certification and evaluation forms are signed
- Ensuring that employees properly use and maintain their PPE, and follow **Giant Oil Tools** PPE policies and rules.
- Notifying **Giant Oil Tools** management and the safety person when new hazards are introduced or when processes are added or changed.
- Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees:

The PPE user is responsible for following the requirements of the PPE policies. This involves:

- Properly wearing PPE as required.
- Attending required training sessions.
- Properly caring for, cleaning, maintaining, and inspecting PPE as required.
- Following **Giant Oil Tools** PPE policies and rules.

- Informing the supervisor of the need to repair or replace PPE.

Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

Cleaning and maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

NOTE: Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

Stop Work Authority (SWA) Policy

Purpose

The Stop Work Authority (SWA) policy involves a stop, notify, correct and resume approach for the resolution of a detected danger condition, act, error, omission or lack of understanding that could cause an unwanted event. All Giant Oil Tools employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of health, safety or environmental risks exist.

Policy

Stop Work for Safety shall be implemented when Life is in Threat or Danger, Equipment could be Damaged or an Environmental Incident may occur. You and all other crew members working on the project are Empowered with the Authority and Responsibility to STOP the Work for, if in your opinion, you feel: - yours, or someone's, life is in threat or danger; - you or others could be injured; - Giant Oil Tools /third party/client equipment is or could be damaged; and - the environment may sustain harm by pollution due to an un-safe and/or an un-recognized situation developing at the job site.

Responsibilities

- Employees are committed to perform a Stop Work process when there is a dangerous situation and management is responsible to maintain an environment where SWA is implemented freely.
- Supervisors are responsible to provide an environment is created where SWA is maintained and embraced flexibly to resolve problems.
- Management must create and enhance clear expectations to perform SWA, establish an environment where SWA is performed flexibly

and stop those individuals who chose not to follow the established SWA policy.

Procedure

- When a dangerous condition occurs, the Stop Work process need to be implemented, coordinated through the supervisor, initiated in a high manner, notify all affected personnel and supervision of the stop work issue, correct the issue and continue work when safe to do so.
- No work will continue until all stop work issues and concerns have been completely and clearly addressed.
- Any type of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated by Giant Oil Tools.

Reporting

- All Stop Work processes must be reported for future lessons learning and corrective measures to be put into place.
- Stop Work reports must be reviewed by supervision order to evaluate participation, determine quality of processes and follow-up, state common issues, identify ways for improvement, and facilitate opportunities of learning.
- It is the desired results of any Stop Work process that the identified safety measurements have been connected to the satisfaction of all concerned persons prior to the resumption of work. Most issues can be immediately resolved in a timely manner at the job location, sometimes, extra investigation and corrective actions may be required to complete and address major causes.

Training

Employees must get Stop Work Process training before their starting their work assignments. The training will be conducted and reported including the employee name and the date of training.

Safe Driving Policy

Aim of this policy

The aim of this policy is to prevent accidents Involving company vehicles, rented vehicles and

injuries by promoting a safe driving culture within the company.

Objectives of the policy

- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient

driving skills and other good road safety habits at all times.

- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the

maximum safety of the drivers, occupants and other road users.

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or being under the influence of drugs while driving.
- Driving while disqualified or not correctly licensed.
- Reckless or dangerous driving causing death or injury.

- Failing to stop after a crash.
- Any actions that warrant the suspension of a license.

Responsibilities

As an employee:

Every driver of a company vehicle will:

- Ensure they hold a current driver license for the class of vehicle they are driving and this license is carried when driving a company vehicle.
- Immediately notify their supervisor or manager if their driver license has been suspended or cancelled, or has had limitations placed upon it.
- Display the highest level of professional conduct when driving a company vehicle.
- Regularly check the oil, tire pressures, radiator and battery levels of company vehicles they regularly use.
- Comply with traffic regulations when driving.
- Assess hazards while driving and anticipate ‘what if’ scenarios.
- Drive within the legal speed limits.
- Wear a safety belt at all times.
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures.
- Avoid distraction when driving – the driver must adjust car stereos/mirrors etc. before setting off, or pull over safely in order to do so.
- Report any near-hits, crashes to their manager, including those that do not result in injury.
- Report vehicle defects to the maintenance manager before the next vehicle use.
- Plan their journeys, taking into account pre-journey work duties, the length of the trip.
- Stay overnight if driving time and non-driving duties exceed 10 hours in one day.

As a Leader:

The leader will take all steps to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

- Putting in place vehicle check list where employees check vehicles' oil, water, and general
- cleanliness and maintain record of the inspections.
- keeping maintenance schedules in the vehicle which are completed each time the vehicles are serviced in any way.
- Setting up a procedure to identify and rectify faults as soon as practicable.
- Driver assessment and required training as part of all staff inductions.
- Advanced driver training or specific practical training as required and identified.
- Regular staff seminars or refresher meetings on safety features, fatigue, driver responsibility and drink-driving.
- Driver training log updates on personnel files.

What employees are to do if there is a crash in a company vehicle

- Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not
- obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.
- Try to get the following information:
- Details of the other vehicle(s) and registration number(s)

- Name(s) and address(es) of the other vehicle owner(s) and driver(s)
- Name(s) and address(es) of any witness(es)
- Give the following information:
- Your name, address and company details.

The success of this policy:

It will be measured by the increase or decrease in:

- The number of crashes involving company vehicles.
- The number of at-fault crashes involving company vehicles.
- The number of traffic infringements received.
- The costs of repairs and maintenance.