SAFETY IS OUR CULTURE

ANYWAY.ANYHOW.ANYWHERE.

ATS SAFETY HANDBOOK

SAFETY IS OUR CULTURE

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- Understand and follow site- specific safety requirements and emergency procedures
- Understand site-specific hazards
- Use and maintain your personal protective equipment
- Use low risk body positions
- Wear proper PPE
- Do not engage in rough or rowdy play or distract others from their duty. Violent behaviour shall be grounds for dismissal
- The use of alcohol, drugs or other intoxicants while on ATS property or performing activities for ATS client is grounds for dismissal

SAFETY IS A KEY WORD WITHIN THE ATS COMMUNITY, BOTH FOR OUR EMPLOYEES AS WELL AS OUR CLIENT'S EMPLOYEES

Where we work – ATS specializes in providing and servicing remote camps in a wide array of locations and industries, including on-shore and off-shore facilities, oil and gas industries, mining locations as well as office and administration buildings. This means that ATS employees are exposed to a wide variety of risks and every member of the team needs to always be aware of their particular surroundings and take note of measures to protect themselves, colleagues, clients, general public and the environment from harm.

Working safely - We take this matter very seriously as we realize that "risk management" is a key component of our role as it relates to our clients. Assisting in providing a safe environment is an important part of your responsibility as an ATS employee. Working safely is a critical responsibility as a professional. Therefore, we hope you will use this guide to carry out your daily activities safely.

Reference resource - Due to the wide range of business disciplines represented by our clients, it is not possible to create a handbook or manual that will apply in 100% of all of the circumstances and assignments you may face over your career at ATS. However, please use this as a reference resource for general topics that should be applicable across many different client assignments.

Consult your Supervisor - Of course, should you ever require more specific directions on a safety-related matter, do not hesitate to consult your Supervisor or any HSE personnel immediately.

Please always remember - Routine day-to-day activities can lead to an accident or injury. Slips and falls on stairs, slippery surfaces, and poorly lit areas are not uncommon. Strains and sprains from moving materials do occur. Remember to perform these and all daily tasks safely.

Your Passport to Safety - Share your ideas and suggestions for improved safety with your Supervisor and HSE team. Make safety a part of your conversation and talk about it often. Keeping safety as a topic in normal conversation places this important subject foremost on everyone's mind.

Understand Your Responsibilities - Due to the nature of our work, that being one of a contractor to our valued, multi-faceted clients, no two jobs or instructions will be alike. We realise that even similar instructions for the same client will have varying degrees of differences.

Understand the limits of your duties - While we are engaged in assisting our clients, it is important to remember our purpose and role. On those occasions when we exceed our purpose and role, we enter into areas that we are not prepared to handle which result in avoidable injuries.

Report any unsafe acts or unsafe conditions to your Supervisor immediately - During the execution of your service, you have a duty to be watchful of areas where a threat to health and safety may exist as well as to be observant of all areas for potential accidents.

Unsafe Examples:

- Poor lighting
- Snowy, icy or otherwise slippery areas
- Cluttered areas which make passage difficult
- Unsafe loading or placing of equipment
- Poor ventilation
- Rough, uneven or other floor or walkway defects
- Stairways without handrails
- Stairs without non-slip treads

Report all accidents immediately to your Supervisor.

Accidents having a possibility or probability of recurrence, and potential for more serious injury or costly property damage, should always be investigated further. See examples below:

Accident/Incident examples include but are not limited to:

- All occupational injuries and illnesses
- All visitor injuries.
- Property damage

- Chemical spills.
- Fires and/or explosions.

All motor vehicle accidents

Understand and follow site- specific safety requirements and emergency procedures.

Each facility will have its own safety requirements and emergency procedures. Your awareness and understanding of these procedures is vital to your safety as well as that of our clients and their customers.

Understand site-specific hazards. Each site will have its own set of hazards. These could include chemicals, high noise areas, uneven walking surfaces and areas prone to weather hazards. It is important that every employee knows these hazards and the methods employed to safeguard against the risks they present.

Safe Examples:

- Never bend and twist at the same time!
- Reduce the size of items you lift. Keep them close to your body and as close to your midsection as possible.
- Use lifting equipment for heavy loads
- Use anti-fatigue mats at standing work-stations. It is preferable to push rather than pull.

Use and maintain your personal protective equipment. There may be situations during your career where the use of additional Personal Protective Equipment (commonly referred to as PPE) will be recommended and perhaps required. This equipment becomes part of your uniform. Use low risk body positions for lifting, pushing and pulling objects or sitting at a desk.

Wear proper footgear. Proper footwear is not only important for your professional look, but it is also important for your comfort and to minimize your chances of slipping and falling.

Do not engage in rough or rowdy play or distract others from their duty. The use of alcohol, drugs or other intoxicants while on the ATS property or performing activities for ATS clients is grounds for dismissal.

MEDICAL SURVEILLENCE

Pre-Employment

Before you commence your journey with ATS you first have to be medically certified as "fit for work" for the particular job that you will be assigned to. You must therefore undergo a medical examination as determined by the company/client at the company/client authorized health facility and be declared fit to work.

Periodic Medicals

People who come into contact with food during conduct of their daily duties are called Food Handlers and will undergo periodic medicals at the company/client authorized health facility every six (6) months or according to the client requirement (whichever is shorter) and declared fit to handle food. Any food handler who is declared unfit to handle food will be taken out of the food area until he/she has undergone the required medication and gone for re-examination at the company or client health facility and declared fit by a medical officer to do so.

People who do not come into contact with food during their daily work routine are called Non-Food Handlers and will undergo annual medical examination at the company/client health facility and be declared fit for work

Resumption after Injury

Employees who sustain injury at work will be given first aid treatment by an appointed first aider and if necessary the victim will be sent to a company or client authorized health facility for treatment. Staff who may not be able to report to work due to ill health should send notification to their supervisors/managers. On resumption of work the staff should produce evidence of the medical condition from a medical officer to his supervisor/manager; and where necessary the staff will be made to go for further check-up at client/company authorized health facility to confirm if the person is fit to work

Exit Medicals

When employees are leaving the company they will undergo exit medicals at the company/client authorized health facility, if it is proven that the person has acquired any work related health problem the company will address the issue as prescribed by law.

The Employee who is exiting will be required to take an Exit Medical letter/Form that he/she will present to the doctor to conduct the Exit Medical.

The Exit medical will be in line with the Pre-employment medical that the employee will usually undergo to determine fitness for work. In the same vain the purpose of the Exit Medical will be to determine that the Exiting employee is still fit.

ACCIDENT AND INJURY REPORTING

Accidents occur when hazards escape detection during preventive measures, such as a job or process safety analysis, when hazards are not obvious, or as the result of combinations of circumstances that were difficult to foresee. You should never discuss any accident, claim or lawsuit with any outside party without first discussing the matter with your Supervisor and receiving appropriate ATS legal council

- All accidents and near misses should be reported to your Supervisor or area office immediately.
- You are the most important link in preventing an accident from recurring.
- Make timely, immediate reporting of claims to the proper source.
- Proper claim reporting is especially crucial as an employee could be denied access to all the benefits due him/her without proper and timely reporting of the claim.
- Immediately notify a Supervisor of an injury.

All accidents should be reported to your Supervisor or area office immediately. While the most important reason to report an accident is to minimize further harm (or damage) to the injured person(s) (or damaged object), an accident investigation is also used to determine the root cause of the incident.

This determination can then point to a proper course of corrective action to prevent recurrence. You are the most important link in preventing an accident from recurring.

Accidents/Incidents include but are not limited to:

- All occupational injuries and illnesses.
- All visitor injuries.
- Fires and/or explosions. Property damage.
- Chemical spills, and all vehicle accidents.

Reporting an Incident / Accident

Timely, immediate reporting of an accident or injury is critical. All Incidents/accidents must be notified to the Health & Safety Manager/Country Manager/ Group OST Manager within 24 hours of occurrence.

When reporting an incident/accident, always make sure to provide enough information to allow colleagues to understand fully the nature and seriousness of your accident. Always provide the following information as a minimum:

1. Country, Location, Project Site
2. Date and Time
3. Brief Incident Description (What happened, who was involved, what were the consequences)
4. Immediate actions taken
5. Incident Classification (Ask your HSE Dept. for incident categories)
6. Severity (Low, Medium, High or Extreme)

Investigating an Incident or an Accident

Should you or one of your co- workers suffer an injury that could be work-related, immediately notify your Supervisor. A member of management or the HSE team will then assist with the completion of relevant documentation and incident report form. All incidents/accidents must be investigated in full and investigation reports completed and send to the Health & Safety Manager/Country Manager/Group OST Manager within 72 hours of occurrence unless when specified otherwise.

A successful accident investigation determines not only what happened, but also finds how and why the accident occurred. Investigations are crucial as an effort to prevent a similar or perhaps more disastrous sequence of events. Also, failure to comply with these procedures could lead to negative consequences for the company, which may include fines and/or penalties. You are therefore required to corporate fully with incident investigators and provide accurate information to the best of your knowledge.

Return-to-Work/ Transitional Duty Program

In our ongoing effort to assist our valued employees in returning back to their pre-injury work as soon as possible, ATS has developed a Return-to-Work Program to benefit workers who have been injured on the job and who are able to perform limited tasks. We will make every effort to place the employee in an existing or transitional position that accommodates the restrictions.

You should never discuss any accident, claim or lawsuit with any outside party without first discussing the matter with your Supervisor and receiving appropriate ATS legal counsel.

FACILITIES AND HOSPITALITY MANAGEMENT SAFETY

ATS is involved in the facilities management, catering and hospitality service industries and as such, every employee shall encounter hazards and risks specific to this industry during the execution of their duties. The majority of ATS work is also conducted in remote site conditions which require a deep understanding of your environment and circumstances to be able to respond appropriately in certain hazard situations. Major hazards associated with our work include:

- Manual Handling
- Cuts and Exposure to Sharp Objects
- Food Poisoning
- Slips, Trips and Falls
- Work at Heights (Falling Objects and Falls from Height
- Burns and Scalds
- LPG/ Gas Safety
- Staff Security (especially in remote sites or unstable social areas)
- Fire Safety
- Noise
- Electricity
- Food Borne Diseases (Typhoid, Hepatitis, Cholera etc.)
- Emergency Situations
- Machinery/ Equipment
- Display Screen Equipment (DSE)
- Water Boiler, Café Sets etc.
- Workplace Vehicle Safety
- Chemical Safety
- Non-Use or Misuse of Personal Protective Equipment (PPE)
- Alcohol and Drugs
- Night Work and Shift Work
- Fatigue and Stress
- Bullying and Work place Violence

Good Practice

There are many examples of good practice that ATS implements to prevent or reduce the seriousness of the hazards mentioned above. These include:

- Ensuring that all employees undergo periodic health surveillance to ensure they are fit for work
- Conducting hazard analysis and risk assessments before undergoing all high-risk work
- Implementing the ATS motor vehicle regulations and Cardinal Rules when operating vehicles on ATS or client business

- Ensuring all high-risk equipment is locked out and tagged out to prevent unauthorized use
- Ensuring that all new staff undergo the HSE Induction to familiarize themselves with site specific hazards and risks
- Conducting periodic training and competency assessments on HSE
- Conducting pre-start meetings and toolbox talks to communicate HSE issues
- Using a start-of-shift and end-of-shift checklist for essential safety precautions
- Routine area-by-area audits carried out to enable self-assessment, leading to improvements
- Making use of required PPE
- As an ATS employee you shall adhere to all HSE requirements without exception. Every employee is integral to our safety culture and should always ensure that their work does not affect the safety of themselves, their colleagues and the society at large.

Also practice the following:

- Do only those tasks you have been employed and trained for – don't do another person a "favour" by helping them with their job if you are not trained to do it.
- Do not enter areas you are not supposed to.
- Watch out for hazards; report any near misses, unsafe acts or unsafe conditions.
- No persons under the influence of alcohol and drugs will be permitted at the site.
- Wear personal protective equipment as required and replace PPE when necessary.
- Wash your hands with anti- bacterial soap as soon as feasible after contact with potentially infectious materials. Frequent hand-washing is the best defense against spreading infection.
- Do not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in work areas where there is likelihood that potentially infectious materials are present.
- Drugs – If you are caught using, dealing or supplying them, instant dismissal and hand over to Police for prosecution.
- No hawking or private selling at any sites by employees.
- No cell phones allowed are to be answered or used whilst physically working, except in the offices.
- All sites are firearm free areas – leave it at home.
- Only smoke in designated smoking areas.
- Please take care of the environment by minimizing pollution and disposing of waste – put it in the correct bin. Consider environmental impacts of your work (e.g. releases / spills to air, water and land).
- Always know the emergency procedures for every site you are working at and know your role in the emergency plan.
- Take note of the Emergency Response team contacts, including first aiders and the first aid boxes within your place of employment.
- Know who you HSE Representatives are and direct any HSE issues to them for assistance.
- Always report incidents/accident immediately, including near misses.

KITCHEN
EQUIPMENT SAFETY

Being part of the hospitality industry means most workers for ATS will encounter kitchen equipment as part of their daily work routines or occasionally during site visits. As such, it is important that all employees familiarize themselves with key safety requirements when working in kitchen areas or with kitchen equipment. Many machinery accidents are caused by incorrect reassembly of machines and poor maintenance or non-use of guards. A significant number of accidents are due to inadequate isolation of machines and lack of training on the proper use of machinery. The following controls are necessary to ensure the safe operation of kitchen equipment:

- Where required get equipment that's CE marked for quality certification
- Warning notices may need to be displayed alongside machines to remind operators and others of the dangers they pose.
- Machines should be on a secure base so that they cannot move or vibrate when in use. They may need to be bolted to the floor or worktop
- Keep the manufacturer's instructions/ manual safe and follow the advice given
- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance, etc.
- Have equipment regularly maintained and inspected. Consider a routine inspection of all machines and equipment, e.g. monthly
- Ensure electrical equipment and electrical installations are protected from foreseeable impacts and ingress of moisture or particles
- Ensure electrical equipment is protected from danger from exposure to hazardous environments,
- Ensure proper controls are in place and machines are properly guarded
- Make sure staff receive proper training and instruction
- Machine operators should not wear loose or frayed clothing, or jewellery
- Dangerous machines should not be used if the operator is feeling unwell or drowsy (certain medicines carry a warning that they may cause drowsiness)
- Particular precautions may be required to remove the risk of long hair becoming entangled

Deep Fat Fryers

Burns from hot oil can be very serious. Oil takes only 6-7 minutes to heat up but can take 6-7 hours to cool down again (i.e. 60 times slower). The main hazard associated with deep fat fryers is burns from contact with hot cooking oil or fat. Burns can be caused if the hot oil or fat splashes when food or the basket is dropped in carelessly, or if it spits or boils over if there is excess water or moisture in the food. Fire from ignition hot cooking oil or fat is also a major hazard. Spilled or splashed oil or fat on the floor around a fryer is a major slipping hazard.

The following safeguards MUST be adopted:

- Train staff in safe procedures for emptying and cleaning
- Provide suitable protective equipment, where required by the risk assessment, e.g. eye protection, heat-resistant gloves, aprons
- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance, etc.
- In the event of a fire never put water on a fat fire
- Do not top up deep fat fryers with oil from large container
- Lower food into the fat slowly
- Never put wet food into hot fat
- Consider improving slip resistance of surrounding flooring, e.g. use of suitable mats
- Use covers to prevent accidental immersion into hot fat
- Maintain the fryer and ensure attachments are suitable for their purpose, as recommended by the manufacturer
- For fire safety and economy, fat fryers must be switched off when unattended. It is best practice for manual oil filtering and cleaning to be carried out as a first task of the day rather than as part of the closing-down procedure
- Allow the oil to cool, ideally for at least six hours, and check the temperature using a suitable probe thermometer before draining. Do not drain if the temperature is above 40°C
- Before refilling check the drain, tap is closed

- Oil spillages must be cleaned up immediately, ensuring floor areas around equipment are completely clean
- Know the location of fire alarm pulls, fire extinguishers, and exits. Know the location of first aid kits.

Steam Equipment

Steam-heated catering equipment includes steam ovens, bulk boiling pans, Baine- Maries, hot cupboards, steam cupboards, water boilers and some beverage machines. The main hazards associated with steam heated equipment are explosion due to over-pressurization, and scalding, often caused by hot water and steam escaping when the door is opened. Fittings on the steam supply, such as valves, can be very hot.

The following safeguards MUST be adopted:

- Train staff in safe procedures for emptying and cleaning. Provide suitable protective clothing where necessary and ensure it proper use.
- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance, etc.
- Steam boilers should have a safety valve, pressure gauge, water level gauge (glass), low water level cut-out device, blow down valve and shut-off valve
- The boiler and fittings should be thoroughly examined at least every twelve months by a competent person
- Check that the water supply to the steam boiler is turned on
- Check that there is sufficient water in the steam boiler before you light the gas or switch on
- Check regularly the steam pressure is within safety limits
- Switch off the steam boiler if the pressure rises above the safe level
- Switch off the steam boiler if the water level gauge shows insufficient water
- If any steam comes from the safety valve during cooking, shut off the steam supply or heat and report immediately to the supervisor
- When cooking is complete shut off the steam valve before opening doors and lids
- Open doors and lids carefully and stand to one side to avoid contact with escaping steam
- Wait until the equipment has cooled before starting to clean it
- Ensure steam safety valves vent away from the operator in a safe direction

Extractor Hoods/ Canopies/ Fans

The main hazard associated with fume ventilation equipment is fire caused by the ignition of accumulated grease and fat in the hood and the associated ducting.

The following safeguards MUST be adopted:

- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance, etc.
- A grease filter should be installed in the ventilation hood in a readily accessible position. If low level extract ducting is installed a grease trap (sump) should be provided
- The ducting should serve only the kitchen with no communication with the rest of the premises
- Clean cooker surfaces and hoods, and empty and clean oil and condensation channels regularly
- Remove and clean filters regularly, where there is heavy use, a spare set should be available
- Clean the inside surfaces of ducting, and fan blades, every three months. Before you clean ducting, switch the fan off and allow sufficient cooling time
- Never hang combustible articles such as clothes, towels and cloths over or near cooking equipment with a fume ventilation hood
- Only trained staff, using a safe means of access where necessary, should clean grease and oil from hoods, fume ducts and extraction equipment
- The training should stress the potential seriousness of fires in ventilation ductwork, and how to use correctly the fire-fighting equipment provided
- Train staff in safe procedures for emptying and cleaning. Provide suitable protective clothing where necessary and ensure it proper use.

Stoves and Ovens

The main hazard from stoves, ovens and ranges is being burned. Ovens with bottom hinged doors can tilt forward if heavy meat joints are placed on the open door. Persons leaning over and cleaning behind a working stove or oven risk burns from the flue. There is a danger of a gas flashback if a gas stove or oven does not light immediately or when gas has built up. There is a possibility of injury from contact with moving unguarded fan blades in a forced convection oven if the fan is running during cleaning or contact from the hot parts of a stove when in operation.

The following safeguards MUST be adopted:

- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance, etc.
- The handles of saucepans should not project beyond the edge of the range. Ladles or spoons should not be left in saucepans on hotplates or rings
- Before an oven or range is cleaned, it should be switched off and isolated, or the gas turned off, and allowed to cool
- Always use a dry oven cloth or oven gloves. Ensure cloths do not have any holes in them
- Metal surfaces of adjacent equipment may also be very hot
- Always stand to one side when opening an oven door, and open the door slowly
- If using a taper, make sure it is lit before you turn on the gas supply
- Make sure the gas burners light and remain alight
- If the fan interlock, if fitted, does not switch off the fan when you open the door report it to your supervisor
- Do not leave bottom hinged oven doors open
- Never use a forced convection oven if the fan guard is not in place
- Do not rest anything heavy, for example a large meat joint while basting, on bottom hinged

Slicers and Mixers

The main hazard from slicers and mixer is coming into contact with the sharp blades that could lead to cuts and maiming of the limbs. This equipment is very dangerous and could lead to permanent disability if not handled well. Only trained personnel must operate this equipment.
The following safeguards MUST be adopted:

- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance, etc.
- Do not put your hands inside the mixing bowl while the mixing bowl and mixer are in operation
- Always use the “stomper” to push meat through the grinder attachment of a mixer
- Always keep your eyes on your work while you are using a slicer.
- Do not place your hand on top of the blade guard while you are operating the slicer.
- Replace the guards after cleaning or making any adjustments to the slicer.
- Turn the power switch of the slicer to “off” and unplug it when it is not being used.
- Wear a wire mesh glove when cleaning the exposed edge of the slicer blade.
- Always set the slicer width adjustment to “0” when not in use.
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ACCOMODATION AND HOUSEKEEPING

ATS core duties and responsibilities to our clients include housekeeping and management of accommodation facilities, usually in remote sites. Various safety procedures should be followed to ensure that all employees conduct their duties in a responsible manner.

Room Servicing

Lifting furniture, bending and stretching when cleaning can lead to accidents and cause injury. Substances used for cleaning baths, toilets and floors are potentially dangerous chemicals and may cause dermatitis and chemical burns. There may also be hazards from biological material and sharps used.

- The following safety measures MUST be followed while servicing rooms:
- All staff must receive proper training and instruction, including the danger posed by biological hazards and sharps, e.g. used syringes
- All staff shall be provided with, and wear, adequate personal protective equipment, e.g. gloves that protect from biological matter
- Proper precautions and equipment for transport and storage of biological waste and sharps must be used where applicable
- Use trolleys for laundry where the load is too huge, otherwise make use of small laundry bags that do not put a manual strain when carrying laundry
- All staff shall receive training in safe manual handling techniques, e.g. ensure assistance is available when lifting heavy furniture
- Safe working practices for cleaning rooms have been developed by ATS and every employee needs to familiarize themselves with these procedures. When in doubt, ask your Supervisor
- Use the safest possible cleaning agent possible. Everyone to receive training on chemical use and storage.
- Always use water that is at a safe temperature.
- Wherever possible fit castors/ wheels so that items can be wheeled, instead of being lifted
- Always spot and report fire risks, e.g. faulty wiring, faulty fire detection equipment, blocked emergency exits, fire doors propped open

Laundry

Some premises managed by ATS have their own laundry rooms or laundry facilities. These areas can pose particular hazards because of the specialist nature of the work and of the machinery. Because of the processes involved, laundry areas can be very damp warm humid as well as wet floors that pose slip hazards. Dryers can also pose a fire hazard from high temperatures and lint.

The following safety measures MUST be followed while performing work in a laundry:

- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance, etc.
- Ensure proper ventilation. All laundry areas must be fitted with a dual thermometer/ hygrometer to check the prevailing temperatures and humidity.
- Ensure chemicals are handled and stored in accordance with the manufacturer's instructions. Keep Safety Data Sheets available
- Ensure machines are properly guarded
- Check shelving and storage to ensure it's safe
- Keep the area reasonably clean and tidy. Do not leave laundry lying around the floor
- Ensure proper precautions in relation to hot surfaces
- Ensure lint filters in tumble dryers are cleaned before use and lint is not allowed to accumulate
- Ensure that the 'cool down' cycle of the tumble dryer is adequate
- Ensure that a smoke alarm is installed in the laundry

FATIGUE MANAGEMENT

Fatigue is the increasing difficulty to perform physical and mental activities. It's a loss of alertness, being sleepy and having decreased concentration. This leads to poor judgment and slow reaction times which in turn could lead to accidents in the workplace.

Stress is a negative feeling, associated with physical symptoms including increased heartbeat, swiftness of breath, dry mouth, and sweaty palms and over the longer term, digestive upset and cramp. People under stress behave differently. They may be angrier, more confrontational, show less time for others and impose urgency on situations which is unrealistic.

It is ATS policy to ensure that all employees who report for work are fit and are able to perform their duties safely during their shift period. Mental well-being is crucial to achieving this. All members of staff should know that it is not acceptable to come to work in a condition that would pose a risk to the health and safety of themselves or their work colleagues. As such, signs and symptoms of fatigue should be identified and be reported to supervisors.

Symptoms of Stress

- Heightened emotional states
- Lack of impulse control and feelings of being overpowered
- General fearfulness
- Fatigue
- Proneness to upset
- Withdrawal and self-neglect
- Depression

Workplace Safeguards for Stress

ATS strives to provide the following safeguards for all employees to counter stress:

- Provide employees with adequate and achievable demands in relation to hours of work.
- Match employee skills and abilities to the job.
- Address employees' concerns about their work environment.
- Where possible, give employees some control over their work. Encourage employees to use their skills and initiative to do their work
- Give employees some input into when breaks can be taken, where possible
- Consult employees over their work patterns/rosters/shifts
- Ensure adequate employee consultation on changes and provides opportunities for employees to influence proposals

Workplace Safeguards for Stress

Employees are advised to use the following safeguards to help control stress in the work environment:

- Tell your manager if you can't complete your tasks
- Ensure that you have some control over how you work
- Make sure that you have adequate support
- Treat people with respect and see that people treat you with respect
    - Know what you're supposed to achieve
    - Ensure people consult you about changes before they happen
    - Look after yourself, mind and body, outside work

Causes of Fatigue

- Lack of restorative sleep i.e. long periods being awake, insufficient amount or quality of sleep for a long period of time.
- Inadequate rest breaks
- Environmental stressors such as heat, noise and vibration
- Health and emotional issues
- 5. Sustained mental or physical

Signs of Fatigue

- Not feeling refreshed after sleep
- Tendency to want to sleep at work
- Making lots of mistakes
- Not being alert and reduced performance
- Loss of concentration at work
- Blurred vision
- Difficult keeping eyes open
- Head nodding
- Drowsy relaxed feeling

Minimizing Fatigue

- Avoid alcohol and coffee before bed
- Sleep at least 6 hours before reporting for work
- Minimize sleep loss before duty
- Avoid heavy meals before going to bed
- Develop good sleep habits e.g. keep sleeping room dark and quiet
- Use naps before reporting for work e.g. before starting night shift or before driving a vehicle
- Seek medical attention for sleep disorders
- Report to supervisor if you require recovery break
- Letting family know about fatigue and how best they can help
- Recognizing the above signs and symptoms and report such to supervisor
- Where an employee did not sleep the minimum required hours of sleep which is 6 hours, employee may discuss with supervisor and management the reasons why they did not sleep. Depending on the reasons, employee must be given time to rest and recover before starting work.

Follow all work place rules and instructions including OHS guidelines and other legislation

Night Work and Shift Work

Night workers are employees who normally work at least 3 hours between midnight and 7.a.m. the following day for at least 50% of their annual working time. As an employee of ATS one may be

required to conduct night work or shift work, especially at sites where the operation runs for 24hrs a day and 7 days a week, such as in the mining or production industries. For this work, proper risk assessments MUST be conducted to determine whether night work involves special hazards or a heavy physical or mental strain. After this, ATS shall ensure protection from and prevention of risks to a night worker or shift worker.

The main risks associated with night or shift work are:

- Fatigue
- Sleep loss/ Sleeping Difficulties
- Disruption of the internal body clock
- Lowered Performance
- Increased Accidents
- Stress
- Headaches
- Lack of motivation
- Disturbed appetite and digestion
- Reliance on sedatives and/or stimulants
- Social and domestic problems

These in turn can affect performance, increase the likelihood of errors and accidents at work and might have a negative effect on health.

ATS shall put together a safety plan for all workers working both day and night shifts including:

- Educating managers and workers about the importance of sleep or rest
- Ensuring that all workers have undergone a risk assessment test
- Ensuring that all employees are aware of the dangers coming to and from work due to fatigue – advise on carpools/public transport/taxis
- Ensuring that the site is well lit at night as workers should not be allowed to work in the dark
- Allowing workers to have regular rests throughout their shift
- Ensuring all workers use the correct PPE i.e. hard hats, High Visibility etc.

Workers should also be conscious of what they need to do to prepare themselves for a night shift:

- Take a nap of 1-4 hours before the first night shift
- Keep your sleeping pattern regular
- Have your largest meal after your day-time sleep, before starting the night shift
- Take short breaks during your shift
- Eat balanced and regular meals
- Avoid fatty foods entirely during your shift
- Ensure you have the right PPE on
- Managers and supervisors should learn to recognize signs and symptoms of the potential health effects associated with night shifts. Workers who are being asked to work night shifts should be diligently monitored for the signs and symptoms of fatigue. Any employee showing such signs should be evaluated and possibly directed to leave the active area and seek rest.
- Plan to have an adequate number of personnel available to enable workers to take breaks, eat meals, relax, and sleep. If at remote sites, ensure, as far as possible, that there is a quiet, secluded area designated for rest and recuperation

- Where possible, avoid overtime by establishing systems to provide relief staff to cover absentees, vacancies, increased workloads and emergencies. If overtime is unavoidable, review a worker's preceding work and rest periods before agreeing to it. You should also monitor and record the hours that individuals have worked to identify where action should be taken to avoid excessive working hours. This is especially important in workplaces where shift swapping is permitted and during exceptional circumstances such as emergency workers attending an incident.
- Encourage workers to inform their doctor about their working arrangements, as this may help early diagnosis of any shift work-related ill health. Consider if alternative work is available for workers who have difficulties adapting to shift work or develop shift work-related health problems. This is particularly important for groups such as ageing workers and new and expectant mothers who might be more vulnerable to the risks of shift working.
- There shall be no night driving (between dusk and dawn) unless authorized by both HSE and Management

DRIVING SAFETY

Road Safety and/ or Motor Vehicle Incidents (MVIs) are one of ATS Group's highest risks. It is therefore of the utmost importance that all employees respect these regulations to avoid accidents/incidents. The following regulations are followed in ATS with no exceptions

- There shall be no night driving (between dusk and dawn) unless authorized by both HSE and Management
- Contractors and ATS personnel are prohibited from using two-wheelers or three-wheelers (motorcycles/bicycle/tuk-tuk etc.) for any company activities or business.
- Pre-start checks, and monthly inspection MUST be carried out on all vehicles. It will be the duty of the head of department to ensure that vehicles in his area of responsibility are inspected.
- No unauthorised passengers are permitted to travel in ANY ATS vehicles.
- Respect the ATS Driving Safety Cardinal Rules at all times.
- All vehicles must be equipped with the following: Seatbelts, Fire Extinguisher, First Aid kit, 2 breakdown triangles, Double wheel chocks, flashing light and Visibility flag (if entering mining or construction area).
- Private use of company vehicles is not permitted unless expressly authorised by the Group Managing Director.
- All vehicles hired by the company are to be treated as company vehicles and all applicable ATS rulings and regulations apply.
- It is the duty of all contactors to ensure that their vehicles are at all times in a road worthy condition and that they are fitted with the safety equipment as per the ATS Regulations. Contractors must abide by the ATS driving regulations.
- All drivers involved in a driving related incident must be breathalyzed and the accident scene left as is until the incident has been investigated and the site cleared by the investigating officer.

Due to the limited protection afforded to drivers or riders by transportation such as motorcycles, bicycles or tuk tuks, ATS does not permit the use of two-wheeled or three-wheeled vehicles while conducting ATS or client business.

Driver Requirements

All drivers must be licensed and authorised to drive ATS vehicles both onsite and offsite. All employees of ATS required to drive as part of their daily routine should conduct this activity in a safe and responsible manner without endangering their lives or the lives of other road users.

No driver is required to operate a vehicle that he/she believes to be in an unsafe/not roadworthy state until that vehicle has been checked by maintenance personnel and certified roadworthy.

- Drivers shall not operate vehicles while under the influence of alcohol or any substance that impairs their mental, physical, or emotional ability to drive.
- Failure to report a license suspension or revocation may result in termination.
- Always observe the Speed Limit
- Always drive defensively
- It is the responsibility of the driver to ensure that a vehicle is not overloaded and that the number of passengers does not exceed the design specification for that vehicle.
- Always maintain a safe following distance behind other vehicles. A safe following distance is at least 5 seconds or 5 car/truck lengths from the vehicle/truck in front of you.
- Do not operate an ATS or a client's motor vehicle unless you have been authorised to do so. The following general rules will apply when driving ATS vehicles:

1. Only personnel with valid site driving license/national or international driving licenses are allowed to drive ATS vehicles
2. No seat, no ride shall be practiced
3. Seat belts to be worn by all personnel wherever fitted
4. Driving under the influence of alcohol is prohibited
5. People and unsecured material are not to be transported in the same compartment
6. The use of a handheld cell phone is prohibited whilst driving
7. Vehicle shall be locked, and keys removed in unattended vehicles
8. Drive to the road conditions and follow road signs
9. All vehicles must be inspected and maintained in a safe working order
10. Expatriate staff are not to drive themselves out of camps/project areas

ATS Driving Safety Cardinal Rules

Due to the seriousness of MVIs and the ever-existing possibility of death in most vehicular incidents, the following CARDINAL RULES shall be followed:

1. **Be Sober:** No Drugs or Alcohol – ZERO intoxication when driving
2. **Do Vehicle Prestart Check:** Conduct Pre-Start Checks Before Starting Vehicle – Every driver entering the vehicle for the first time in a shift MUST conduct a pre-start check and this must be documented
3. **No Seatbelt, No Seat, No Ride:** Wear Seatbelts at ALL TIMES – Driver not to engage without confirming all passengers in seatbelts
4. **No Reversing Without a Spotter:** Spotters MUST be used when reversing all vehicles without a clear site of your surroundings – e.g. all heavy vehicles or any vehicle with an obstructed back screen
5. **Park, Handbrake On & Double Chock:** No Parking Without Rollaway Prevention – Park, Handbrake On, Switch Off & Apply Double Chocks

   Due to the seriousness of possible impacts, there shall be **ZERO TOLERANCE** approach on CARDINAL RULES and Disciplinary Action on the breaking of any CARDINAL RULES shall always aim to push for a Dismissal

DRUGS AND ALCOHOL

All personnel shall be required to comply with the ATS Alcohol and Other Drugs (AOD) policy and Procedures whilst on-site. Included in this requirement, personnel shall agree to undergo random AOD testing as required from time by the Project. ATS Group or its clients may conduct random AOD tests throughout the Project duration.

Persons appearing to be affected by Alcohol and Other Drugs shall not be allowed access to site and are to be encouraged to self-test to ensure a 0.00 alcohol limit prior to entering the work site. The decision not to allow entry shall be made in consultation with the Project Manager, the HSE team and the Employees Health and Safety Representative (as applicable).

Persons appearing to be affected by Alcohol and Other Drugs or following any Incident on-site, all personnel directly involved with the incident shall be tested in accordance with the Project AOD procedure, and removed from site if a positive reading is recorded. Refusal to comply shall be regarded as sufficient reason for summary dismissal.

An employee who possesses or uses alcoholic beverages, controlled substances or unauthorized prescription medications on the job will be subject to dismissal. This applies to an employee on company premises, reporting to work, working, or in a company vehicle.

The use, manufacture, distribution, dispensing , sale or possession of illegal drugs or other controlled substances on or off company premises by an employee is prohibited and will subject the employee to disciplinary action.

Actions taken for non-compliance with the Project AOD Policy and procedures shall be dealt with in accordance with the Company disciplinary Policy and Procedures.
Random testing may be conducted at any time at the discretion of the Company.

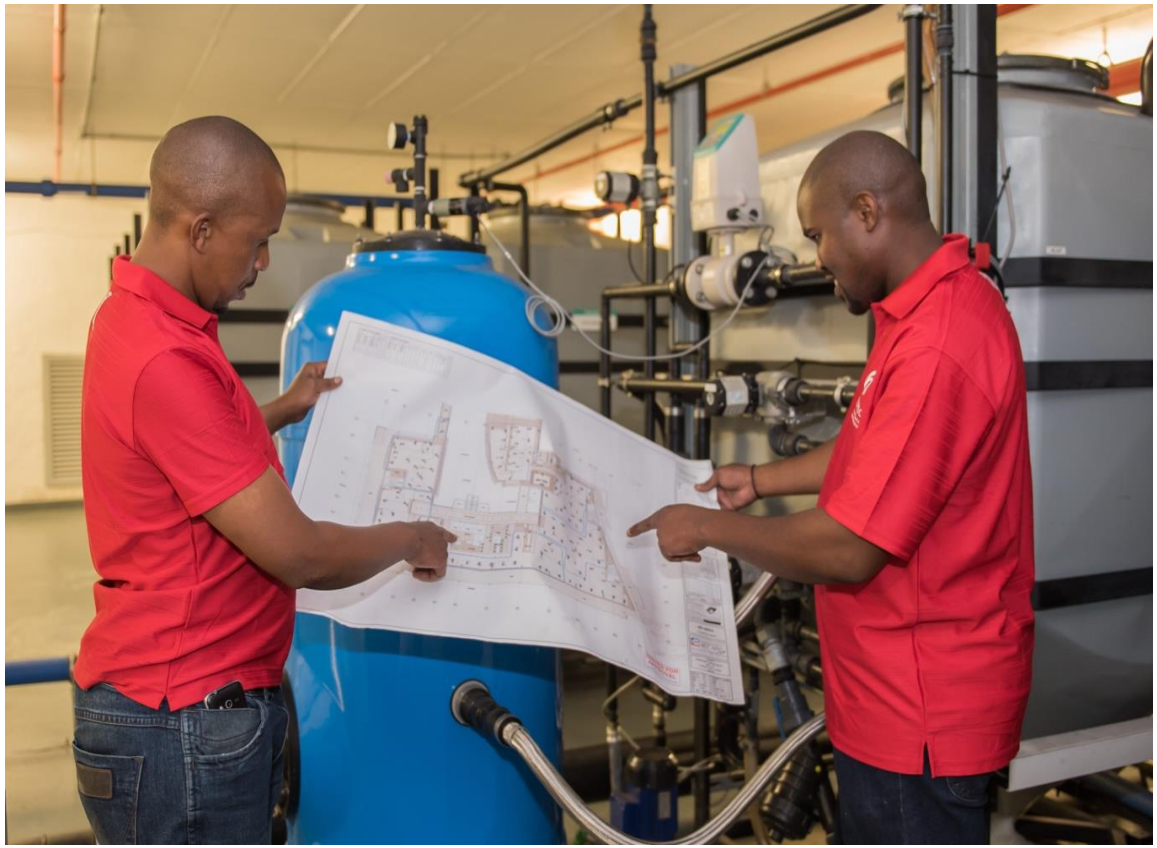
Off-the-job use of alcohol which adversely affects an employee's job performance or which jeopardizes the safety of other employees, the public or Company equipment is proper cause for administrative or disciplinary action up to and including termination of employment. Illegal use, sale or possession of narcotics, drugs, or controlled substances, at any time, shall be proper cause for severe disciplinary action up to and including termination of employment.

Employees undergoing prescribed medical treatment with a controlled substance should immediately report this treatment to their Supervisor. Although not grounds for disciplinary action, the use of controlled sub- stances as part of a prescribed medical treatment program requires a medical certificate from the prescribing physician stating that job performance will not be impaired by the treatment. If job performance could be impaired, a medical leave of absence will be required.

An employee may voluntarily seek assistance for chemical dependency or use prior to a substantiated or confirmed positive test result and will not be discriminated against by the company for enrolling in a rehabilitation program. This is limited to one (1) occurrence during the employee's tenure with the company and the employee may be required to sign a last chance agreement. The employee's right to privacy will be respected

CONTROL OF HAZARDOUS SUBSTANCES

In carrying out your duties for ATS you can come into contact with dangerous material agents that can cause different types of harm including burns, respiratory problems, and dermatitis. Some may cause cancer, affect the ability to reproduce or cause birth defects. The harm done depending on the substance can occur from a single short exposure or long term accumulation in the body.



Every employee needs to play their part to minimize effects to health and safety from exposure and reduce the impact on the environment. Unnecessary procurement, storage and handling of hazardous substances will be avoided or eliminated. ATS will make available all the Material Safety Data Sheets (MSDS) for all proposed Chemical/Hazardous substances to be used on the project for reference. The Supervisor, HSE Team Member and person responsible for the chemical store shall ensure a soft copy of the dangerous goods and hazardous substances register is maintained, reviewed and updated progressively.

The following measures shall be implemented to prevent harm from hazardous substances:

- All hazardous substances in the work place must be identified, and a register kept. COSHH risk assessments should be conducted for each substance and controls put in place.
- Information pertaining to hazardous substances must be communicated.
- Only people trained in the use of hazardous substances shall be permitted to make use of them in the work place.
- All chemical containers on the project must be labelled as per international standard. Any containers meant for transporting / handling hazardous substances should be labelled correctly to identify their contents.
- Hazardous substances must always be used in accordance with the manufacturer's instructions and for the exact purpose for which they were intended. Where possible, always use a safer option (substance or process) instead of a hazardous substance.
- Hazardous substances shall be stored in pre-approved designated areas in compliance with the manufacturer's instructions – these areas shall be in a location that will prevent direct entry to storm water drains in the event of accidental spillage.
- Workers handling dangerous substances must wear appropriate personal protective equipment as specified by the manufacturer or risk assessment.
- Minimize the length of exposure or the number of people exposed
- Maintain good housekeeping to minimize accidental contact or discharge.
- Spill control and recovery equipment adequate for the quantity of materials stored, shall be provided in the vicinity of the storage facility.
- All incidents involving hazardous substances or dangerous goods must be reported immediately and investigated.
- Disposal of waste containing hazardous substances shall be in accordance with the Material Safety Data Sheet specifications and Regulatory /Client requirements

Hydrocarbons are compounds of hydrogen and carbon. Hydrocarbons are the principal constituents of petroleum and natural gas. They serve as fuels and lubricants as well as raw materials for the production of plastics, fibres, rubbers, solvents, explosives, and industrial chemicals. ATS work will always include some form of contact or exposure to hydrocarbons, and this is magnified with on-shore or off-shore operations in the oil and gas industries.

Some of the popular fuels and lubricants we come into contact with at ATS include:

- Liquid Petroleum Gas (LPG)
- Compressed Natural Gas (CNG)/ Liquefied Natural Gas (LNG)
- Methane
- Petrol
- Diesel
- Kerosene
- Lubricating Oil
- Grease
- Plastics
- Tar

Hydrocarbons are also extensively used for the manufacture of polymers like polythene, poly-propene, polystyrene, etc. Some higher hydrocarbons are also used as solvents for paints and as the starting materials in the manufacturing of drugs and dyes.

Safe Working Environment for Hydrocarbons

Hydrocarbons can present many hazards, from damage to assets, to pollution, to fire and explosion. Many hydrocarbons are highly flammable; therefore, care should be taken to prevent injury. Benzene and many aromatic compounds are possible carcinogens, and proper safety equipment must be worn to prevent these harmful compounds from entering the body. If hydrocarbons undergo combustion in tight areas, toxic carbon monoxide can form. Hydrocarbons should be kept away from fluorine compounds due to the high probability of forming toxic hydrofluoric acid

- To ensure a safe working environment when handling hydrocarbons, do the following:
- Store and use in a well-ventilated area
- Ensure absence of ignition sources within a radiant of 3 meters from the system
- Wear protective equipment (e.g. gloves, glasses) when handling hydrocarbons
- Make use of lead detectors that are suitable for hydrocarbons
- Make use of the required PPE when handling hydrocarbons

Hydrocarbons and the Environment

Hydrocarbons are introduced into the environment through their extensive use as fuels and chemicals as well as through leaks or accidental spills during exploration, production, refining, or transport. Anthropogenic hydrocarbon contamination of soil is a serious global issue due to contaminant persistence and the negative impact on human health. In case of a major hydrocarbon leak/ spill:

- Evacuate area
- Be aware of asphyxia hazard
- Ventilate to disperse hydrocarbons
- Eliminate sources of ignition
- Prevent from entering basements etc.
- Immediately contact your Emergency Management Team Lead and the Local Fire Department

LPG

Liquefied Petroleum Gas or LPG (normally sold as BUTANE or PROPANE) is supplied as a liquid under pressure and subsequently vaporized for use as a fuel. It's one of the most common hydrocarbons used in ATS together with petrol and diesel. The main hazards are leakage (as a gas it will sink to the lowest possible level) followed by ignition (when mixed with air it is highly flammable and potentially explosive). The safety precautions vary depending on the quantity being stored and the containers used (i.e. cylinders, cartridges or bulk tanks). We are requested to ensure extra vigilance when lighting and operating gas stoves.

ATS recognizes the risks associated with using gas and its related equipment and would thus ensure that all required safety measures would be observed in the course of lighting and using gas stoves and ovens. Employees who use gas and its related equipment shall be trained and resourced to ensure all risk that may result in incidents are reversed.

The following safety measures MUST be observed by all personnel using gas equipment:

- Always look out for gas leaks on the burner. These can be spotted by bits of flame at the side of the burner, in places where you don't usually have flames. Report all leakages and ensure they are fixed before that burner is used
- Always light the stove immediately after turning it on. Do not let the gas flow for more than 3 seconds before lighting as this could lead to huge flares
- Always keep a safe distance from the burner when lighting the stove and where possible use an extended lighter so that your body or hands are not in close proximity to the burner
- Always check the colour of the flame on the pilot light. A pilot or burner flame light should be about 90 percent blue. A yellow or red flame indicates the appliance isn't working well and could be giving off harmful fumes - have it checked by a service technician right away
- Make sure to wear the correct cotton PPE when cooking in the kitchen. No paper hats or plastic aprons and loose or flowing clothing are permitted when operating the stoves
- Always use the right size pot for the burner and adjust the flame so that it doesn't flare up around the pot. The flame beneath a pot on the stove should not extend past the sides of the pot
- Don't allow food to boil over. This could put out the flame, while still leaving the gas on, which increases the potential for a fire or explosion
- Don't leave flammable material on or around the burner at any time. This includes dish towels, boxes, plastic dishes, food wrapping etc.
- Turn off all burners completely after cooking
- If you smell gas or hear a hissing sound, first make sure all the burners are turned completely off. If they are and you still smell gas, get everyone out of the kitchen and alert your supervisors.
- Ensure staff member knows where the gas shut off valve is and how to use it. It should be located in a safe area (away from cookers and heat) and clearly signposted
- A local isolation valve/ emergency shut off valve must be provided outside and must be clearly accessible. It must be labelled indicating its purpose and show the "on / off" position
- Gas appliances, including boilers must be checked by a competent person on a periodic basis, in accordance with manufacturer's instructions or at least annually. Priority should be open flame systems where there is a risk of poor combustion or where flues pass through occupied spaces
- Store all cylinders (full or empty) externally in a secure well-ventilated compound. Do not store below ground level, or adjacent to openings into buildings or drains
- Keep storage areas clear of combustible materials and ignition sources and clearly mark with warning, no smoking and fire procedure signs
- Provide and maintain suitable fire-fighting equipment, e.g. dry powder extinguishers, and ensure it is readily accessible
- Store cylinders in an upright position. Do not stack above 2.5m high and leave sufficient space for access, cylinder removal and fire fighting
- Ensure all work on gas appliances is carried out by a competent person

HYDROCARBON SAFETY

An emergency is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation, although in some situations, mitigation may not be possible, and agencies may only be able to offer palliative care for the aftermath. An emergency can happen at any time and at any place.

You should always be clear about your specific orders as well as the client's Emergency Response procedures to determine your duties, responsibilities and actions. Ensure that you know all the applicable site emergency contacts, and that your Supervisor is aware of your emergency contact information. Verify that your emergency contact information is up to date. Know all of the exits and emergency routes of the facility where you're working.

The following are some of the major emergency situations to be expected while working for ATS:

- Food poisoning or food borne infections
- Fire and Gas
- Explosive chemicals in storage
- Disease Outbreaks or epidemics (e.g. Cholera, Ebola, Bird Flu, Rift Valley Fever)
- Armed Robbery, Evacuation and Armed Attack
- Civil disobedience
- Severe weather
- Medical Evacuation
- Emergencies while travelling on ATS business

Responsibilities have been allocated for emergency situations as they arise in the areas that ATS operates. The overall responsibilities are assigned to the ATS Project Manager or their assistant.

Emergency Procedures

Employee Responsibilities

- Review and adhere to the emergency procedures for your specific office location.
- Know the location of fire alarm pulls, fire extinguishers, and exits.
- Know the location of first aid kits.
- Participate in scheduled and/or unscheduled fire drills or any type of evacuation drills.
- Know the designated meeting (or assembly) place once you have evacuated from the building.
- Self-identify to your Manager or HR of your disability, visible or non-visible, so a personal emergency (evacuation) plan can be designed.
- Report to your supervisor if hallways, stairways or exits are not clear from obstruction.
- Employees need to follow the direction of the emergency marshals and management.

Management Responsibilities

- Discuss the emergency procedures of the site location with his/her employee.
- Ensure that his/her employees are aware of emergency fire exits, location of fire extinguishers, designated meeting area during an evacuation, and emergency contact phone numbers.
- Ensure that visitors adhere to our emergency evacuation procedures.
- If applicable, develop or amend the emergency evacuation procedures along with other managers so it is conducive to the office location.
- Ensure hallways, stairways or exits are clear from obstruction.
- If applicable, develop a specific evacuation plan for employees with disability, visible or nonvisible.
- Contact the Livingston ATS Emergency help desk by phone or email and inform them of any service disruption.
- Management should obtain information from authorities via radio, cellphone or other communication methods.

Fire Warden/Searcher Responsibilities

- Fire warden is a generic term to describe those building occupants who volunteer or are assigned to perform certain functions during an emergency.
- Be familiar with the floor area including exits and route to the designated assembly location.
- Be familiar with the sound and sequence of the building's fire alarm in your area of responsibility.
- If applicable, attend training sessions provided for Fire Wardens and promote active participation of other Fire Wardens in training.
- Participate in fire drills.
- Assist in fire prevention by noting and reporting to your supervisor or to building staff where fire hazards or unsafe conditions exist.
- Take note of employees unable to evacuate the building including location and report it to the Fire department personnel at the time of the emergency evacuation.

FIRE PROTECTION & PREVENTION

Fire is defined as "the rapid combustion in air with heat and flame while combustion is defined as a chemical reaction involving the union of oxygen with another element. When it occurs at such a rate as to produce appreciable heat it becomes a fire hazard.

ATS is committed to minimizing the threat of fire to employees, visitors, client and its property. ATS shall comply with all applicable laws, regulations, codes, client requirements and good practices pertaining to fire prevention. It is the duty of every ATS employee to help reduce the risk of fires at ATS locations/units by following site Fire Prevention Plan.
Fire under control supplies heat, power, and energy to manufacture the necessities of life but out of control fires can cause extensive damage and result in severe injury and / or loss of life. Fire is common.

Carelessness is the cause of great loss of life and enormous property damage from fire. The carelessly thrown cigarette or burning match, the paper-littered area, the poorly lubricated machine or improperly disposed of flammable material in the factory are careless causes of fire which may start as a flickering flame and quickly spreads into an uncontrollable inferno
It is extremely important that you know exactly what to do in the event of a fire occurring. Properly placed and maintained equipment and frequent inspections, knowledge of fire protection equipment, its operation and application, if needed, are musts for good fire security.

Fire prevention - Consists of minimizing every cause of fire. It embraces the prevention of careless, ignorant or malicious acts by employees or others that may cause a fire or create a fire hazard.

Safeguarding employees - Consists of evacuating and excluding all unnecessary persons from areas which may become dangerous and giving first aid to any injured.

Fire extinguishing - Can be done quickly and with a minimum loss only through a thorough knowledge of the fire equipment at hand and its operation. Only competent and trained people are allowed to fight fires. The rest of the employees should evacuate immediately in the case of a fire.

Fire Protection & Prevention

Effective Fire Control

The time to stop a fire is before it starts. Good housekeeping is an important factor in the prevention of fires. Examples of good housekeeping:

- See that rags soaked with flammable liquids or greases are disposed of in approved containers.
- Make sure no smoking rules are enforced where they are in effect.
- See that flammable liquids are always in closed, approved containers.

Fire Extinguishing

FUEL + OXYGEN + HEAT = FIRE (Remove any one to prevent fire)

Fires can be extinguished by the following methods:

Cooling - Using water or water solution to lower the temperature of substances below burning point.

Smothering or Blanketing - Oxygen content of air is reduced below 15% (from normal 21%) in volume by using chemicals, water, fog, sand, blankets, etc.

Starving - Supply of fuel is cut off, as in a gas jet.

Use of Extinguishing Agents

Fire extinguishers and classes of fires:

The following are the various kinds of fires and types of extinguishers to be used.

- **Class A** - Extinguishers suitable for "Class A" fires should be identified by a triangle containing the letter A. The triangle may be coloured green.
- **Class B** - Extinguishers suitable for "Class B" fires should be identified by a square containing the letter B. The square may be coloured red.
- **Class C** - Extinguishers suitable for "Class C" fires should be identified by a circle containing the letter C. The circle may be coloured blue.
- **Class D** - Extinguishers suitable for "Class D" fires should be identified by a star containing the letter D. The star may be coloured yellow.
- Extinguishers suitable for more than one class of fire should be identified by multiple symbols placed in a horizontal sequence.

FIRST AID PROCEDURES

First Aid is the initial treatment for the purpose of preserving life and minimizing the consequences of injury and illness until a person can get help from a medical practitioner or nurse. It is also the treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse. First aid is typically administered immediately after an injury or illness occurs. It usually consists of one-time, short-term treatment, such as cleaning minor cuts, treating minor burns, applying bandages, and using non-prescription medicine. The overall goals of first aid are:

- Keep the victim alive.
- Prevent the victim's condition from worsening.
- Give first aid until help arrives.
- Ensure that the victim receives needed medical care.

First-aid supplies are available at several sites within the Unit and offices and their location is indicated for easy access. First-aid treatment is available from First Aid Officers on site. For prompt attention, speak to the First Aid Officer, your supervisor, or your manager:

- All injuries for treatment should be reported. Self-treatment of injuries is not permitted.
- First aid kits will be located at each work site. If a kit is unavailable, contact your Supervisor.
- Selected employees will be trained in first aid by a professional organization, including instruction in the treatment of shock, bleeding, poisoning, burns, minor musculoskeletal injuries, bites, stings and medical emergencies.
- Emergency telephone numbers (ambulance, fire, physician or clinic, utility companies, key management members) should be posted.

CONTROL OF WORK / PERMIT TO WORK SYSTEMS

Control of Work/ Permit to Work is the the key system for controlling hazardous work to ensure that it is conducted safely. Any failure in the system can create major risks. People can be killed or seriously injured, and plant and equipment can be destroyed due to:

- Inadequate control of individual scopes of work;
- Unintended interaction between individual scopes of work on a site;
- A major accident hazard being released by inadequate work control;
- Insufficient/unsuitable equipment employed to carry out the work

ATS employees should always ensure that every high-risk physical activity is carried out after the Risk Assessment and Method Statement have been approved for the proposed scope of work and the mitigation measures have been arranged for. Specific scopes of work that shall normally be managed through the PTW system include but are not limited to:

- Naked flame hot work;
- Spark potential hot work;
- Breaking of plant containment on pressurised or hazardous systems;
- Entry into confined spaces, including trenches;
- Work on electrical systems;
- Work on safety equipment or systems (e.g. fixed firefighting systems, fire & gas detection, etc.);
- Work involving hazardous substances;
- Work at height;
- Pressure testing;
- Diving;
- Working over water;
- The use of man baskets;
- Above-grade grating removal;
- Works involving hoisting/lifting;
- Works involving excavations;
- Work on vessels or pipework containing a pressurised fluid;
- Purging or other operations involving asphyxiate gasses;
- Ant Non Destructive Testing (NDT) utilising a source of ionising radiation.

- The system shall address the control of individual scopes of work, and of the overall activity set on a site by considering the potential interaction of the individual scopes. The system shall identify the different types of work to be covered by the system, and define a set of suitable documents – Permits and Certificates – to be used. These hard copy or electronic documents shall be used to record and communicate the process and essential information to control sequential activities and to ensure appropriate authorisation is given at each stage. The actions to be covered and documented by an individual Permit are:
- Define the individual work scope;
- Define the specific work location;
- Identify the hazards and assess the associated risks;
- Specify the PPE required for the job;
- Establish suitable control measures;

- Link to associated work Permit(s)/ Certificate(s) or simultaneous activities;
- Authorise the work;
- Acceptance of work by Performing Party;
- Communicate this information to all relevant parties;
- Control the return to normal operations;
- Formal culmination of the work.

- A PTW system shall normally be used for all work within hazardous areas, operational plant or facilities boundaries that are potentially hazardous to people, environment or equipment – unless specifically controlled by suitably authorised Asset procedures, e.g. normal operational activities covered by process operator guides or instructions. Types of activity for which a PTW shall normally be required are:
- Non-production work – typically maintenance, inspection, construction, cleaning, etc.;
- Non-routine work;
- Work where two or more individuals or groups need to co-ordinate activities;
- Work where there is a transfer of responsibilities between groups.

Risk Assessment

In line with the ATS Hazard Identification and Risk Assessment Guidelines, a Risk Assessment shall be carried out for the proposed high-risk activities. A Risk Assessment is the process of identifying hazards and characterising them, analysing the risks, reducing their impact as far as possible and establishing a means of controlling risks that remain. It should identify any hazard, existing control measures and additional controls required to reduce the likelihood of the risk occurring to a level that is reasonably practicable.

The Risk Assessment shall clearly identify hazards and their controls in place. This should include:

- Hazardous substances
- Noise exposure
- Electrical hazards
- Work at height
- Confined space hazards
- Interaction with building owner's facilities
- Emergency plans
- First aid provision
- Any other hazards created by the job or present on site

Method Statement

A Method Statement is a formal written safe system of work produced where work with foreseeable high-risk content is to be carried out. It should specify the operations to be undertaken on a stage by stage basis.

The Method Statement should contain sufficient detail to enable everyone involved in an operation to be clear about what has to be done, where and with what. Also hazards arising from the work and the precautions that have to be taken and by whom. For this reason, the method statement is sometimes called a 'safe system of work'. A comprehensive Method Statement will attempt to address the majority if not all of the following:

1. Define the individual work scope
2. Define the specific work location
3. List all equipment that would be used for the job
4. List all personnel who would be involved in the job
5. Identification of the supervisor and his or her responsibilities including contact details
6. Specify the PPE required for the job
7. Establish the risk control measures identified in the Risk Assessment
8. Document interface with the building owner's scope
9. Communicate this information to all relevant parties
10. Control the return to normal operations

Once the Risk Assessment and Method Statement are signed off by all the stakeholders a Permit to Work will be issued to the performing team. The performing team shall carry out the work in compliance with the Risk Assessment and Method Statement. They shall have the responsibility of returning the location to normalcy after completing the work. All arising hazardous conditions, near misses, injuries or incidents incurred during the execution of the work must be immediately reported to the HSE Team.

Issuing of Permit

Once the Risk Assessment and Method Statement are signed off by all the stakeholders a Permit to Work will be issued to the performing team. The performing team shall carry out the work in compliance with the Risk Assessment and Method Statement. They shall have the responsibility of returning the location to normalcy after completing the work. All arising hazardous conditions, near misses, injuries or incidents incurred during the execution of the work must be immediately reported to the HSE Team.

Tool Box Talk (TBT)

A TBT is a short meeting at the worksite (approximately 15 mins) before the work starts. All people who are involved with the work should attend the TBT. Performing authority delivers the TBT using a toolbox talk form. Workers attending the TBT, sign an attendance sheet to say they understand the work, the hazards and controls.

Supervision

The performing team shall appoint a competent supervisor to monitor the work and ensure that it is carried out in compliance with the Risk Assessment and Method Statement requirements. In case of any change in the scope of work or working environment, work must be stopped, and all stakeholders informed. The permits will be suspended or become void if the emergency alarm sounds (other than for testing) or an incident or near miss occurs. Work shall not be re-started until authorised by the Issuing Authority.

Close Out

The issuer of the Work Permit shall visit the site and close out the Risk Assessment and Method Statement at the end of the working day. They shall ensure that the works have been completed and worksite is rendered safe

MANUAL HANDLING

In executing your duties as an employee of ATS there will be times when you are required to lift and move objects, whether it is boxes, equipment or packages etc. It is indeed a safety hazard if not performed in an ergonomically- sound way, i.e. as our bodies intend for us to perform this strenuous activity. This requirement is specifically important for employees working in the stores, housekeeping/laundry, kitchen, maintenance and gardening sections.

Procedure for Manual Handling

Although manual handling procedure does not specify what weight a person can lift, it is recognized that one person cannot lift any load exceeding 20kg. Always check first if it is necessary to move or lift a load and consider using mechanical means first before opting for manual handling.

Remember to always **plan your lift.** Before attempting to lift or move something heavy, it is important to step back and analyze what needs to be accomplished. Think about:

- How heavy is the object?
- How far does it need to be moved?
- Where it is going to be moved?
- What is the shape of the object?
- Is it cumbersome, will it be easily manipulated?
- Is it a two-person job?
- Is there anything in the way that needs to be moved prior to lifting?

Take care of yourself by following the guidance below:

1. All mechanical equipment must be handled by authorized and trained staff
2. Right protective equipment (PPE) must be worn at all times – notably heavy-duty gloves.
3. Be physically able to handle the task
4. Know the correct way of lifting the load before attempting to lift
5. Ask for help when lifting heavy loads
6. Check that the weight of the load is known before lifting
7. Stand close to the load, be sure footing is firm and feet are about 300mm apart
8. Squat down by bending the knees, keeping the back as straight as you can
9. Place hands where they will not slip and grip firmly
10. Breathe in before lifting, inflating the lungs to support the spine
11. Straighten up with the legs, keeping the back as straight as you can
12. Hold the load firmly and close to the body
13. Ensure your view is not obstructed by the load whilst working or lifting it
14. Lift slowly and smoothly, avoid jerking motions
15. When two or more persons lift a load one of the team member must be able to instruct the other persons so that equal weight must be shared amongst the team
    Work processes involving manual tasks are designed to be safe and without risk to health and safety.

Manual Handling Lifting Techniques

- Assess the load.
- What is the best method to move the load?
- Do you need someone to assist?
- Can it be divided into smaller loads?
- Make sure the pathway is clear.

How to Lift

- Keep spine in a neutral position
- Avoid twisting. (I. e. S-shaped curve).
- Never bend, lift, and twist at the same time
- Keep a wide base of support.
- Ensure you are balanced.
- Bend at your knees and hips.
- Brace your abdominal muscles.
- Keep the object close to you.
- Push up with your legs.

Correct Positioning

Get help if needed. If the load is too heavy, DO NOT TRY TO LIFT IT ALONE. Find someone who can help carry it, or if possible, divide the load into two smaller, more manageable loads. Bend the knees and tighten the stomach muscles. Using both hands, grasp the object firmly and pull it as close as possible to your body.

Lift with the Legs - NOT THE BACK

Since leg muscles are stronger than back muscles, lift with the legs, until they are straightened. Avoid jerky movements. Keep the natural curve in the spine; don't bend at the waist. To turn, move the feet around by pivoting on the toes, not by twisting at the stomach.

When it is time to set the load down, it is very important that it is done correctly. Reverse the procedures for lifting to minimize the strain on the back. If the load is going to be set on the floor, bend the knees and position the load in front of you. If the load is to go at table height, set it down and keep in contact with the load until it is secure on the table.

Remember, in lifting, YOU are the major cause of your injuries; therefore, YOU have the major responsibility for preventing them.

LIFTING OPERATIONS AND LIFTING EQUIPMENT

A lifting operation is an operation concerned with the lifting and lowering of a load. A load is the item or items being lifted which could include a person or people. A lifting operation may be performed manually or using lifting equipment. Manual lifting, holding, putting down, carrying or moving is often referred to as 'manual handling of loads.

Lifting equipment includes any equipment or machinery used at work for lifting or lowering loads or people, including accessories and attachments used for anchoring, fixing or supporting the equipment. Lifting equipment includes Lifting Chains, Ropes and Slings; Pull Lifts; Tirfors; Chain Blocks, Eyebolts and D-links; Cranes; Vehicle Inspection Hoists; Lorry Mounted Loader Cranes; Mobile Elevating Work Platforms (Cherry Pickers); Passenger Material Lifts.

While ATS rarely operates such equipment, it is possible for us to work around these equipment's and operations at client sites such as in the mining, construction or oil and gas sectors. As such it is important for ATS employees to be equipped with the basic safety knowledge associated with these activities. The following safety measures should be observed when working with or around lifting equipment:

Do not operate any lifting equipment unless

- You have been trained, certified and authorized to do so
- It has been approved for use
- The lift has been assessed by a competent person
- The load has been slung by a competent person
- The load is within the capacity of the equipment
- All safety devices are working

Do not

- Move a load above people
- Position yourself below a suspended load

For each lifting operation

- Plan the lift and conduct a thorough risk assessment
- A trained person must assess the lift before it starts, and the trained person should be authorised by the Manager.
- Where powered lifting equipment is used (such as an electric winch, a fork lift truck, or a telehandler, for example), the operator must be trained and deemed competent to use that machine for lifting and be authorised by the site HSE Team.
- The load must only be attached to the lifting equipment by chains, a sling or other means by a person trained to rig the load that has been authorised by the site HSE Team.
- All items of the lifting equipment to be used have been certified as safe to use – this would include the chain blocks, chains or slings and any attachments for example.
- The load must be within the capability of the lifting equipment – you will need to calculate the safe working load for the lifting equipment and know how to determine the weight of the load.
- Overload indicators and any other warning devices that form part of the lifting equipment are working correctly and have been tested.
- Tools and other equipment, including PPE (personal protective equipment) are available and being used (such as gloves for handling equipment for example).

Inspection of Lifting Equipment

Failure of lifting equipment can result in serious or fatal injury. All lifting equipment must be regularly inspected by a competent authority and records maintained. Lifting equipment not used for lifting persons must be tested annually and those used for lifting persons must be tested every 6 months. Always look out for "Safe for Use" tags on lifting equipment and avoid making use of equipment's that is not certified for use. The following things must be checked when inspecting lifting equipment:

- Elongation or stretch of chains (you can determine this by choking the chain back on itself so that the midpoint hangs down. Line up the links at the top on both sides: the links should match throughout the length. If they don't, the chain has been stretched. You will need to determine the maximum permissible stretch for the chain).
- Wear on the links – the strength of the chain can be severely compromised by significant wear. If wear is noted the chain should not be used and should be quarantined for further inspection by a competent person.
- Chain hooks must be free from distortion, stretch or twist.
- For multi-leg chains the ring should be free from distortion. If this is apparent then the chain should not be
- Webbing slings can suffer abrasion, cuts and tears and chemical degradation. Regular close inspection is essential to avoid using damaged or defective slings. Damaged slings must be discarded as they cannot be repaired.
- Pull lifts and chain blocks are free from damage – chains are sound and hooks are straight and free from distortion.
- Additionally, to prevent the risk of injury, lifting equipment that you use must be suitable for the purpose and attached to a suitable lifting point.

WORK AT HEIGHT

Legislation and client specifications may differ on the minimum height that is considered as work at height, but ATS defines it as any work that includes access or egress to/from, ascending, descending or working in any position where a person can or has the potential to fall from one level to another and injure themselves.

Where applicable and/or required by the client a Work at Height Permit shall be obtained before any work at height commences. The relevant departmental Supervisors will obtain and control the permit. Any risk assessment and controls that are applicable to the permit must be appropriate to the activities, place and conditions of the working area. Work at Height requires specific training, therefore only competent personnel and personnel certified medically fit to work at height will be permitted to perform the work.

General

The following general rules shall be applied when working at height:

- Always protect yourself when working at height. Failure to tie off when working at height is grounds for dismissal
- Adequate signage shall be provided to warn personnel of the hazard of falling, as well as where the potential for falling objects exist.
- All working at height equipment's must have safe working load (SWL) identified and be certified safe by a recognized authority
- All registered height safety equipment's will be inspected on a monthly basis and by the user of the equipment before every use and records kept. Supervisors shall also carry out random checks and record their findings
- The fall distance must be calculated to allow the appropriate equipment to be selected. In general lanyards should always be attached to an anchor point above the worker
- Each user department shall maintain a register of all working at height equipment's
- Fall protection equipment should be kept clean to ensure proper operation and effectiveness
- All working at height equipment's must be correctly stored
- No working at height equipment may be modified

Working from Ladders

Ladders are not to be considered work platforms and should only be used for "light work" with 3 points of contact maintained at all times.

- Ladders shall not be used as work platforms unless there is no practical alternative.
- Where ladders are used for light work, they shall be secured at the top. Ladders shall be inclined to the work such that a ratio of 4:1 (Height to Base) is maintained.
- Metal ladders will not be used in the vicinity of overhead power lines
- Only authorized personnel should have access to fixed ladders
- All ladders will be secured at the top to prevent slipping. Where this cannot be done a person should support the base of the ladder
- Ladders will be positioned so that the base is a quarter of the length of the ladder from the object it is resting on, and should extend 1 meter past the top of the structure
- Ladders should be on a firm base
- Ladders must be inspected on a monthly basis and records kept. Only ladders that are in good condition should be used.
- Step ladders should only be used where the floor is flat, level and not slippery. Workers should not stand higher than the second step from the top of the step ladder (or 900mm from the top)
- Wooden ladders are not acceptable for use

Step Ladders

Step ladders shall only be used in the fully opened and braced position.

- Whilst using a stepladder, a person's feet should be no higher than the third tread from the top plate.
- Step ladders should be supported on a firm, level, and non-slip surface.
- All work from a step ladder should be performed while facing the ladder.
- All persons working on ladder should work in a budding system (i.e. have someone present to secure the ladder).

Elevated work platforms

Elevated work platforms may be used on site at the discretion of the Project Manager under the following conditions and this may be used to gain safe access to work areas. Operators of these platforms shall be assessed by an accredited assessor as competent and verified by the Site Safety Team

- A Risk Assessment must be completed before any Elevated Work Platform work commences to take into account hazards or conditions not mentioned on the JHA or Safe Work Instruction.
- Elevated Work Platforms are not used for the purposes of transporting items.
- A person must be designated to control the work platform, scissor lift or man-lift ('the basket'), who is trained and assessed by an accredited assessor as competent to do so and verified by safety officer.
- Every person in the basket (except scissor lifts) must be secured at all times with proper Fall Protection equipment.
- Daily Pre-start- check sheets are to be completed for Elevated Work Platform to ensure it is in operational condition.
- A person who is not the primary operator of the basket must be competent to operate the basket in an emergency and to lower the basket to the ground or engage the emergency stop when required.
- A banks man is to be used where a risk assessment determines it as a suitable control to prevent contact with staff, infrastructure, power lines or other machinery.

Scaffolding

- Where Scaffolds are required only a competent person (a person who has completed a course of training and assessed by an accredited assessor as competent and verified by the Safety Team) shall install, modify or dismantle the scaffold.
- Scaffold shall be tagged in accordance with the scaffolding and scaffold tagging standard

Dropped Objects

A dropped object is any object that falls from its previous static position under its own weight or an object that falls from a height due to contact with an energy source. In either case, the result can be injury to people, property or the environment. Objects to consider with potential to cause accidents are hand tools, tools or equipment left behind after a task, or equipment mounted in an elevated location that has the potential to fall due to movement or environmental conditions Dropped Objects are among the Top 10 causes of Fatality and Serious Injury in the Mining or Oil and Gas Industries where we perform work.

Eliminating the potential for dropped object accidents is an important part of the ATS safety program. While every jobsite is different, with its own particular hazards, the following can be done to manage the risk of dropped objects:

- Remove objects and tools from higher levels, scaffolding, or aerial lifts that do not need to be there. Removing objects that can pose a hazard to people working below is the best option to prevent a dropped object incident
- Tying off or securing all tools, loads and equipment when working at height. If an employee is required to lift a load to a higher level, they need to make sure the load is properly secure;
- Making use of work platforms with toe-boards and barricades to prevent objects from being accidentally kicked over the edge;
- Making use of safety nets to prevent dropped objects from reaching the ground;
- Provide fair warning with signs or barricades when working at heights. All employees should look out for these signs and avoid breaching barricades where work at height is underway.
- Ensure good housekeeping as tools and debris are one of the main causes of falling objects. When work is completed everything needs to be returned to the proper storage area and all debris or waste cleaned up immediately;
- Ensure that you wear the correct PPE such as hard hats when working in an area with the potential for dropped objects. Always remember that PPE is a last resort

  Look at all work areas where a dropped object incident can happen. Situations such as using aerial lifts and working on scaffolds pose obvious hazards but try to identify less obvious hazards. Paying attention to the smaller hazards translates to larger changes in the safety of your work site.

ELECTRICAL SAFETY

tagging, de-energizing, and testing of systems. Electrical hazards include:

- Electrical shock
- Burns sustained at the point of contact, or due to arcing
- Fires
- Injuries due to muscle spasm causing for example a fall from a ladder
- Due to the high risk involved with electrical work, electrical diagnostic work on electrical equipment shall only be performed by personnel that are qualified to perform this task. If you are not trained or authorised to conduct electrical work, do not be involved in carrying out electrical work in any way.

Safeguards against Electrical Hazards

- Do not carry out any electrical work unless you are qualified and have sufficient practical experience in the work
- Ensure electrical equipment is properly installed and kept in good condition
- Plug and cable connections should be checked and maintained in good repair
- Ensure equipment is tested as needed by a competent person and any necessary work safely completed by a competent person
- Prevent unauthorized access to switchboards and distribution boards. Keep them secure
- Ensure fuses/ miniature circuit breakers are properly identified and clearly labelled
- Provide adequate sockets to prevent overloading and the need to use adaptors
- Ensure electrical equipment and electrical installations are protected from ingress of moisture or particles and foreseeable impacts
- Ensure electrical equipment is protected from danger from exposure to hazardous environments, including wet, dirty, dusty or corrosive conditions
- Do not site electrical controls, outlets where they may become wet, e.g. potential splash zones near sinks
- Train staff to carry out visual inspections and report faults, e.g. worn cable, scorching, loose connections into plugs, etc.
- Ensure faulty equipment is taken out of use until repaired (label as faulty or remove the plug to prevent use)
- Ensure external cables are protected against damage and the environment.
- Never touch electrical equipment with wet hands unless the equipment is designed for such contact

High Voltage

Where work is to be carried out in proximity to exposed and unearthed high voltage conductors the minimum limits of approach to the conductors will be:

Voltage	Minimum Limit of Approach
11kV	500mm
22kV	600mm

These distances are to be taken as the minimum allowable between the exposed and unearthed high voltage conductors and the closest point of a person's body or any object (other than an operating stick) being held or carried by a person.

No person shall encroach upon the limits of approach unless the equipment has been isolated and earthed appropriately before work is carried out. However, applicable client requirements shall be considered.

Power Corridors

Personnel performing any work under or near to overhead or underground power lines shall be appropriately authorised competent and endorsed by the HSE or Project Manager. It is particularly relevant where equipment such as brush cutters or TLBs are operated or moved under or in the vicinity of power lines.

Work within the vicinity of the power corridor must be assessed and authorised to prevent facilities and / or equipment coming into contact with power lines. Any tasks involving work that may for any period of time may enter within the 10-meter exclusion zone will be controlled as per client requirements.

Always remember to treat any power or electrical line as energized and keep the required distance away from it. Do not take any chances with an energy source.

ENERGY ISOLATION

Maintenance of Isolation and Tagging procedures is critical to protect individuals or groups of personnel from physical injury through contact with or exposure to the following types of energies:

- Electricity
- Chemical (corrosives, gases, toxic material)
- Radiation (induction sources, lasers)
- Mechanical (e.g.: kinetic)
- Pressure/ Pneumatic
- Gravitational
- Thermal
- Hydraulic

Many serious accidents have happened when someone thought a machine or the power to it was safely turned off. The locking and tagging standard shall apply to work on or near energy sources which could lead to injury if the system were stated, energized, or pressurized. Locking devices and tags are provided by the company for individual and group application. Standard Operating Procedures (SOPs) / Standard Task Procedures (STPs) for individual and group lockout and tagging practices are available and include the following lockout and tagging information:

- Who is required to follow lockout and tagging procedures?
- When lockout and tagging is required
- What information is to be included on locks and tags
- Where locks and tags are to be placed
- Test start requirements
- Verification of procedural compliance prior to commencement of work
- When locks and tags can be removed
- Who shall be notified when locks and tags are placed and removed?
- Protocol for re-energizing equipment after locks and tags have been removed

Isolation of all energy sources shall take place on isolators only. Emergency stop buttons are not an isolation point. A key requirement in preventing accidental energy release is to ensure that all isolation points are positively isolated. This will be achieved by ensuring that:

- Electrical equipment is proved to be de-energized and the isolation points locked.
- Mechanical Isolations are proved to be de-energized, systems have been bled, pressure released and locked in the case of valves and restraining devices and an air gap provided or the use of spading in the case of pipelines.

The Lock-Out/Tag-Out standard requires that hazardous energy sources be "isolated and rendered inoperative" before maintenance or servicing work can begin. These energy sources include electrical (either active current or stored as in a capacitor), pneumatic, hydraulic, mechanical, thermal, chemical, and the force of gravity. It is important to remember all of the energy sources must be "isolated and rendered inoperative." Overlooking an energy source can prove to be fatal.

Therefore, as a general rule:

Do not touch or work on energized equipment. If you should encounter an unusual situation involving powered equipment, contact your Supervisor immediately.

All ATS facilities shall provide task specific energy isolation training annually in areas where tags are used to ensure that users are conversant with this standard and its implementation. Induction training, including

Refresher induction shall include locks and tags.

"Lock-Out/Tag-Out" is a way to protect yourself and others by ensuring that machines remain completely, temporarily off. Without a Lock-Out/Tag-Out system, there is the possibility that a machine will unexpectedly start up, either because of stored energy that was not correctly released or through the actions of someone starting the process without realizing that it is not safe to do so.

CONFINED SPACE ENTRY

A confined space is defined as an enclosed or partially enclosed space which:

- Is not intended or designed primarily as a workplace; or
- Is not at atmospheric pressure during occupancy
- And which either:
- Could have a restricted means of access;
- Has an atmosphere containing or likely to contain potentially harmful levels of contaminant;
- Has materials that could engulf workers;
- Has or is likely to have an unsafe oxygen level; or
- Have internal structure or contents that could trap or asphyxiate employees
- Examples of confined spaces you will encounter in ATS include the following:
- Water Tanks – These need to be cleaned or serviced on a regular basis by entering inside them;
- Ceilings – Some electrical lines run through ceilings and will need to be accessed for services or repairs
- Pool pump chambers – Most pool pumps are contained in underground chambers with manholes for access or egress and with limited breathing air inside
- Manure pits or Storage bins – Some waste is contained in enclosed chambers or dug out cravens where there is a risk of engulfment
- Sewers and Pipes – Clients in the oil and gas, or industrial industries usually perform work on sewers and pipes of varying sizes with limited access or egress
- Trenches or Pits – In mines or large construction sites, there could by excavations or trenches with material piles alongside them with the potential to fall back into the excavations

With no exceptions, a work permit will always be required to carry out activities in confined spaces and the workforce must undergo training to understand the hazards associated with confined space activities in order to reduce the risk involved in conducting the work.

Avoid Entering Confined Spaces

You need to check if the work can be done another way to avoid entry or work in confined spaces. Better work-planning or a different approach can reduce the need for confined space working. Ask yourself if the intended work is really necessary, or could you:

- Modify the confined space itself so that entry is not necessary; or

Have the work done from outside, for example: Blockages can be cleared in by use of remotely operated rotating flail devices, vibrators or air purge's; Inspection, sampling and cleaning operations can often be done from outside the space using appropriate equipment and tools; remote cameras or mirrors can be used for internal inspection of vessels.

Working Safely in Confined Spaces

If you cannot avoid entry into a confined space, make sure you have a safe system for working inside the space. Use the results of your risk assessment to help identify the precautions you need to take to reduce the risk of injury. These will depend on the nature of the confined space, the associated risk and the work involved. Make sure that the safe system of work, including the precautions identified, is developed and put into practice. Everyone involved will need to be properly trained and instructed to make sure they know what to do and how to do it safely.

The following steps need to be satisfied as a minimum for safe entry into a confined space:

- Appoint a work leader and conduct a thorough risk assessment. Only trained personnel and personnel who were present during the risk assessment process shall be allowed entry;
- Isolate any energy or materials that could enter the confined space during work;
- Check if the size of the entrance is suitable for entry and egress to all personnel and equipment required during the exercise, including if an emergency exit or evacuation may need to be done;
- Test the air with a calibrated meter to check that it is free from both toxic and flammable vapours and that it is fit to breathe. Mechanical ventilation may be needed to make sure there

is an adequate supply of fresh air;

- Make sure the need for special tool and lighting is fulfilled as per the risk assessment, e.g. provision of non-sparking tools where there is a danger of flammable materials;
- Ensure that the necessary emergency precautions are in place in case of an accident. First aid and rescue equipment should be within the immediate vicinity and trained first aiders or medical staff should be on standby in case of an emergency;
- Maintain communication between workers within the confined space and a communicator on the outside at all times and at frequent intervals. The person responsible for communication on the outside may never enter the confined space for rescue purposes;
- Ensure that you have enough staff to work in a confined space with at least the following: Supervisor, First Aider, Gas Tester, Communicator and Rescuer.

Always remember that confined spaces can be deadly and must be avoided where necessary.

EXCAVATION SAFETY

Excavation is the process of moving earth, rock or other materials with tools, equipment or explosives to create a cavity in the ground. On small sites or in confined spaces, excavation may be carried out by manual means using tools such as picks, shovels and wheelbarrows. Larger scale excavation works will require heavy plant such as bulldozers and back tractors. It includes earthwork, trenching, wall shafts, tunneling and underground removals. While ATS may not be involved in a lot of excavation work our clients in especially the mining industry are and since we work around excavations, it is important for all our employees to be aware of the risks surrounding this work.

Excavation is high risk work and will always be carried out by trained personnel, and only after an excavation work permit has been issued. Confined space certificate requirements shall be followed whenever excavation exceeds 1.8m below ground level (this depends on client requirement) before continuation of excavation.

Safeguards against Excavations

- A competent person shall be selected and placed in charge of all excavations.
- Underground utilities must be located with utilities detector and marked before excavation begins
- Employees are not allowed in the excavation area while heavy equipment is digging.
- Employees are not allowed to work under loads being lifted or moved by heavy equipment used for digging or lifting.
- Employees are required to stand away from equipment being loaded or unloaded to avoid being struck by falling materials or spillage.
- Do not undermine sidewalks and pavement unless a support system or protection is provided to protect employees from possible collapse.
- Install all shoring from the top down and remove from the bottom up whenever excavation exceeds 1.8m
- Backfill the excavation as the removal of the support system progresses.
- Install shields to restrict lateral movement of the shield in case of a sudden lateral load. Employees are not permitted to be in a shield while it is being moved.
- Surface crossing of trenches is discouraged. If trenches must be crossed, walkways /gangway or bridges must be provided for foot traffic. Walkways need to have a safety factor of 4, a minimum clear width of 0.51 m, be fitted with standard rails and extend a minimum of .61 m past the surface edge of the trench.
- Excavations should always have a safe means of ingress or egress. Any trench more than 1.3m deep must have a means of egress.
- Barricade trenches left open overnight. Use stop logs or barrier if there is a danger of vehicles or people falling into the trench.
- Grade soil away from the excavation for vehicle control and channeling of run-off water.
- Always test the air where there is a condition of build-up from hazardous or toxic substances.

SIGNAGE AND BARRICADING

Signs are an inscribed board, plaque or other delineated space on which a combination of legend or symbolic shape is used to convey a message.

Barricades are a physical barrier, usually temporary, erected or placed to restrict the entry of persons to an area and/or prevent personnel being exposed to a hazard. Barricades can be classed as either a soft barricade or a hard (solid) barricade. Soft barricades are those that use an approved tape to prevent or restrict access to an area. They are suitable in situations where physical protection by use of a safety barrier system is not warranted. A hard barricade is a self-supporting fence, or a self-supporting series of continuous plastic, concrete or other solid barriers, erected or placed to restrict the entry of persons to an area. Examples include scaffold tubes, concertina/expandable barriers, and water filled plastic or concrete modular devices

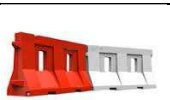
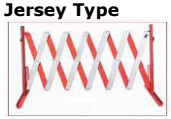
Signs and barricades are used at work as part of the safe system of work to protect or warn persons from hazards such as being struck by falling objects or moving plants, falling from height or dropped objects and exposure to hazardous materials unauthorized entry. Signs are also used to inform about site rules, prevailing work conditions, escape routes and the location of certain equipment required during emergencies. You will come across a lot of signs and barricades during your employment with ATS and it is important to understand what these means, so you can follow the instructions given as required. Obeying a sign or barricade can be the difference between completing your work safely and the occurrence of a serious accident or property damage.

Type of Safety Signs Commonly Used on Site

Type	Requirements	Example
Prohibition Sign	Indicates that an action or activity is not permitted. It is shown by a red circle with a diagonal line through it	
Mandatory Sign	Indicates that an instruction must be carried out. It is shown by a sign located in a blue circle	
Limitation Sign	Defines a limit on an activity. These signs usually contain a graphic of the limitation e.g. a number, contained within a red circle	
Danger Sign	Indicates imminent risk of injury from a particular hazard or hazardous situation that is likely to life threatening if ignored. Danger signs have red as the predominating color for the upper panel; black outline on the borders; and a white lower panel for additional sign wording	
Warning/ Caution Sign	Indicates potential risk of injury due to a particular hazard or hazardous situation. Caution signs usually have yellow as the predominating color; black upper panel and borders: yellow lettering of "Caution" on the black panel; and the lower yellow panel for additional sign wording.	
Information Sign	Provides safety information or directions. Safety instruction signs are usually white with green upper panel with white letters to convey the principal message.	
Fire Fighting Equipment Sign	These usually have an indication of particular fire-fighting equipment contained in a red square.	

Type of Safety Barricades Commonly Used on Site

Type	Access Conditions and Application	Example
Caution	Access permitted, caution required. The caution tape is to be used to highlight hazards to other personnel that may need to access the area. Any person may access into a caution barricaded area, as long as they have familiarised themselves with the hazards detailed on the barricade signage and implemented any controls indicated on the signage. This tape is not appropriate for medium, high or extreme risk hazards e.g. unprotected edges, falling objects, electrical hazards. Caution tape is yellow in colour.	
Restricted Access/ Danger	Used to barricade off and restrict access to electrical hazards. This tape is commonly used for switchboard maintenance. Only the work party and personnel authorised by the Safe Work Coordinator in charge of the barricaded area (as indicated on the signage) are permitted to access through the barricade. Danger tape with appropriate signage can also be utilized. Danger barricades are red and white in colour.	
Radiation	Access permitted under instruction and authority given from Radiation Safety Officer/assistant / delegate. Radiation tape restricts access to the barricaded work area. Only personnel authorised by the Safe Work Coordinator / Radiation Safety Officer are permitted to enter. Radiation signs are blue and white in colour	
Barrier Mesh and Bunting Flags	Barrier mesh and bunting flags are high visibility soft barricading options where a solid Barricade is not required. May be used in conjunction with appropriate barricading tape and signage to delineate work areas that require authorised access, or used to highlight the boundary of a work area.	  **Bunting Flags** **Barrier Mesh**

Solid / Hard Barriers e.g. Jersey, Expandable Barriers, Scaffolding equipment	Hard barrier control options include but are not limited to: **Jersey type barriers** A modular device used to segregate areas where plant and equipment is being operated and as a traffic safety control. The barrier is established to maintain a safe distance that segregates pedestrians and workers from plant and equipment. Where a risk assessment determines that the barrier system is required to provide physical protection such as to deflect an out-of-control vehicle. **Expandable/concertina barriers** Are a free standing, portable hard barrier option. **Scaffolding equipment** Where the barrier is required to perform the same function as a permanent handrail/guardrail	 **Jersey Type**  **Expandable/ Concertina**  **Scaffolding/ Hard Solid Barricade**

PERSONAL PROTECTIVE EQUIPMENT

It is ATS policy to ensure that where risks and hazards in the work place cannot be eliminated, correct personal protective clothing and equipment is supplied to employees to reduce their exposure to the risk or hazard.

There will be situations during your employment where the use of additional Personal Protective Equipment (commonly referred to as PPE) will be recommended and perhaps required. Personal protective equipment for the eyes, face, head, and extremities (e.g., protective clothing, respiratory protection devices, and protective shields and barriers) shall be provided, used, and maintained in a sanitary and reliable condition. PPE should meet international safety standards.
Employees shall not provide their own protective equipment (with the possible exception of footwear). All personal protective equipment will be approved by ATS.

Principles

- ATS will comply with all legal requirements relating to the protection of employees, clients and visitors.
- Where legislation requires a specific risks or hazards to be eliminated, and this cannot be achieved, ATS provides personal protective clothing and equipment free of charge to employees who are exposed to the risk or hazard.
- The issue of personal protective clothing / equipment to an employee within a particular job category must be justified, satisfy the criteria and be agreed to by Management.
- It is a condition of employment at ATS that items of personal protective clothing and equipment issued in terms of this policy must be worn by employees engaged in work where risks and hazards cannot be eliminated.
- When applicable, employees will be trained in the use of personal protective equipment and will sign an Acknowledgement of Training.
- The issue of personal protective equipment will be recorded on the PPE Issue Register
- Employees are obliged to take good care of the personal protective clothing and equipment issued to them and ATS reserves the right to take disciplinary action against any employee where clothing or equipment has been damaged, stolen or lost through negligence or deliberate act

Personal Protective Equipment

Always inquire with your Supervisor or HSE team member about the particular PPE requirements for your work area. Failure or refusal to make use PPE is grounds for disciplinary action and possible dismissal.

Head Protection

Head protection (hard hats) must be worn in areas where there is a possible danger of head injury from impact, falling/flying objects, electrical shock and/or burns. Hard hats will be worn in all posted head protection areas and in all construction areas on the site. All head protection should meet international safety standards.

Protective Clothing

Protective clothing may be required for protection against direct contact with hazardous substances or for protection in work areas with extreme temperature conditions. Protection can also be required against weather conditions such as working continuously in direct sunlight or in the rain.

Eye and Face Protection

Safety glasses with side shields or protective eyewear having adequate angular protection (e.g. spectacles with non-removable lens, goggles) shall be worn in all posted work- places where eye protection is required except when the areas are shut down or closed during off- shift hours.

Safety Glasses Policy

All employees who work in posted eye protection areas (or who perform tasks requiring the use of eye protection) shall wear safety glasses. Management must approve the purchase of transitioning lenses and sunglasses.

Foot Protection

Employees who are required as a part of their job performance to handle heavy materials and/or operate equipment/perform tasks for which foot protection is required shall wear occupational foot protection that meets international safety standards.

Hearing Protection

Protection against the effects of noise exposure shall be worn in all posted hearing protection areas. Hearing protection devices are available from management.

Gloves

Gloves shall be made available to prevent hand injuries and chemical exposures. Gloves are to be worn while conducting such duties as firearms cleaning, opening or closing gates, rolling-up doors, handling barricade signs, target frames, or conducting any other assignments where gloves could prevent injury. Protective gloves listed on the Material Safety Data Sheet (MSDS) for the chemical being used shall be worn.

Additional Safety Requirements

The procedure requirements stated above should satisfactorily address the majority of all safety concerns related to personal protective equipment worn routinely by employees. However, if a work assignment requires employees to operate beyond the scope of this procedure for any reason, contact your Supervisor or management for assistance.

ENVIRONMENTAL MANAGEMENT

ATS and the clients we are contracted to take their responsibility towards the environment very highly. The company has developed and outlined measures that to be implemented in order to minimize adverse environmental degradation associated with all operational activities. Every employee should know their role in environmental management and practice it.

Waste Management

Waste management is the process in which the different kinds of wastes are being collected, processed and recycled in order to convert them into useful materials or to dispose them in an environmentally friendly way. The different types of wastes include the solid waste (plastic, glass, paper, aluminium, food, garden etc.), liquid waste, gaseous waste and the electronic wastes etc. All ATS sites must practice waste separation. Throughout the operations you will see different colors on waste containers with different labels indicating the type of waste to be placed in them. Always place waste in the designated waste container or bin.

The waste management hierarchy is used in ATS to generate the maximum amount of beneficial products from the available wastes.

- Prevention: Using less material in design and manufacture. Keeping products for longer. Using less hazardous material.
- Reduction of Wastes: Involves reducing the amount of waste produced. An example of waste reduction is to use china and silverware instead of disposable paper plates and plastic flatware.
- Reuse: Wastes are collected in the middle of the production phase and are again fed along with the source to aid in the production process. This process helps in minimizing the amount of wastes produced as end product, saves the natural resources and reduces the costs associated with the production and manufacturing
- Recycle: Turning waste into a new substance or product. Includes composting if it meets quality protocols
- Energy Recovery: Includes anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste; some backfilling
- Treatment and Disposal: Landfill and incineration without energy recovery.

Management of Spillages

Control

- Immediately notify supervisors and the Health and Safety department in cases of fuel or chemical or sewage spill.
- Do not attend to spills when you are not trained to do so. Contamination with fuel or chemical could easily lead to serious burns and hazards.
- Remove sources of fuel causing spillage with the correct safety procedures.
- Electric power to pumps and machines involved in spillage should be disconnected to reduce spillage.
- If possible use watertight containers to receive leakages and isolate machines and equipments causing spills.
- Overflowing sewage and septic tanks should be reported to the Environmental managers and Health and Safety Department.

Contain

- There should be the presence of the Environmental management or Health and Safety department in any cases of containing fuel or sewage spill.
- The Environmental department are responsible for any practices of containing spillage including; absorption, skimming and burning.
- Contaminated matter and soil are collected and sent to the contaminated waste site in properly sealed containers.
- Rags and pads could be used to mop relatively small spill of fuel.

Clean - Up and Recovery

- Do not wash down fuel with water to the gutters or the soil, it would lead to the contamination of the soil.

- After actions of skimming and absorption, surfaces could be cleaned with hot water and detergent.
- Areas and surfaces contaminated with sewage spills should be sanitized after cleaning with hot water and detergent.
- Rags and pads used in cases where necessary should be sent to the contaminated waste bins and sites. Do not carry out any electrical work unless you are qualified and have sufficient practical experience in the work

Optimization of Resources

Every employee should create awareness among fellow employees and client staff and display notices with requested behaviour to raise awareness. Energy and water saving do not have to compromise service or client comfort.

Energy

- Ensure the proper maintenance and servicing of all equipment. Service air cons regularly to improve efficiency.
- Defrost Freezers and check door seals.
- Encourage residents to report equipment not working efficiently.
- Keep doors/windows closed when air-con is on.
- Utilise LED or Fluorescent globes for up to 80% energy saving.
- Adjust hot water storage to 60 degrees Celsius (40 degrees in warmer climates.
- Install timers to engage heater during peak periods and off during off peak.
- Provide appliances with efficient energy rating.
- Set fridge/freezer temperatures to optimum and report icing up.
- Display energy rating for each appliance.
- Select which lights/appliances are really necessary at that time e.g. sleeping with bathroom lights on.
- Use hot water heaters and appliances according to occupancy. Turn off appliances during low occupancy

Water

- Avoid leaving water running unnecessarily.
- Plan bathroom routine to limit water usage.
- Use bath/hand basin plugs.
- Flush toilets; short for No1 and full cycle for No.2.
- Only send towels to the laundry that require changing.
- Report maintenance issues i.e. dripping taps, shower heads and toilets.
- Use low flow shower heads and avoid using bathtubs.
- Reduce water pressure to slow flow.
- Investigate dry cleaning methods for floors instead of mopping.

SAFETY HANDBOOK EXAM

Procedure

All ATS personnel must receive and be tested on the contents of the Safety Handbook.

Instructions for the Trainer or Facilitator

Attached is a 25-question exam on the contents of the ATS Safety Handbook. It is company policy that all employees complete the test. Each question is worth 4 points for a total possible score of 100. A passing score of 70% is acceptable. A score below 70% (more than 7 questions missed) is considered to be a failing score. A failing score requires re-study and re- taking of the exam.

After completing the test please remove it from the handbook and give it to your supervisor with the signed Acknowledgement and Consent Agreement.

1. You must do a medical before you can start working for ATS. True or False?
   A. True
   B. False

2. Which of the following is good safety advice?
   A. Lift any item regardless of how heavy it is
   B. Report only the more serious safety hazards to your supervisor
   C. Understand and follow site-specific safety requirements
   D. Use personal protective equipment only if you want to

3. You must report accident/ incidents:
   A. Immediately
   B. Within a week
   C. Within a month
   D. When it is convenient

4. Which of the following statements is true about the use of two or three wheeled vehicles in ATS?
   A. They can only be used if you have to deliver something fast
   B. They can only be used if you are trained to use them
   C. They can never be used on ATS or client business
   D. They are safe for use if you wear a helmet

5. Which of the following is a hydrocarbon used by ATS for cooking?
   A. Petrol
   B. Liquid Petroleum Gas (LPG)
   C. Grease
   D. Tar

6. Employees should attend an HSE induction:
   A. When they feel like it
   B. After they pass an HSE course
   C. Before commencing their employment with ATS
   D. During their break

7. Before undergoing all high risk work you should:
   A. Call your next of kin immediately
   B. Conduct hazard analysis and risk assessments
   C. Let all the people know who you are
   D. Write an essay

8. When driving a vehicle on the job, you should:
   A. Wear a seat belt if it is convenient
   B. Read, eat, or smoke while driving
   C. Allow passengers to use seat belts only if they want to
   D. Pull over to use the cellphone to make non-emergency safety-related calls

9. Which of the following safety rules does not apply to employees working with or around lifting equipment?
   A. Never walk under a suspended load
   B. Always protect yourself while working at height
   C. Report any possible hazards immediately
   D. Always look for buried powerlines and plumbing

10. If you are taking medication that contains a controlled substance, you should:
   A. Report this immediately to your supervisor
   B. Use the medication as long as it does not impair your job performance
   C. Use the medication without a medical certificate
   D. Report this to your supervisor only if it impairs your job performance

11. To be prepared if an emergency occurs in your work area, you should:
    A. Read the procedure only at the time of an emergency
    B. Ask other people what they think you should do in an emergency
    C. Ignore the procedures and develop your own emergency plan
    D. Know the emergency procedures for your work area

12. Work that involves entry into a confined space will always require a Permit to Work? True or False?
    A. True
    B. False

13. For emergency planning purposes, employees should ensure that their supervisors have all of their emergency contact information. True or False?
    A. True
    B. False

14. Which of the following is the formula for creating fire?
    A. Water + Oxygen + Heat = Fire
    B. Fuel + Carbon Dioxide + Heat = Fire
    C. Fuel + Oxygen + Heat = Fire
    D. Fuel + Oxygen + Cold = Fire

15. A No Smoking Sign is an example of which category of signage:
    A. Prohibition Sign
    B. Mandatory Sign
    C. Firefighting Sign
    D. Barricading Sign

16. Fatigue management in the workplace is the responsibility of:
    A. Supervisors and Managers only
    B. The company Managing Director
    C. All employees
    D. The client HSE team

17. Energy isolation is only used to protect employees from injury by contact with electricity. True or False?
    A. True
    B. False

18. MSDS in the Control of Hazardous Substances refers to:

A. More Safety Data Stream
B. Material Safety Data Sheet
C. Management Safety Distribution System
D. My Safety Data Stop

19. When lifting a load that might be too heavy:
    A. Take a deep breath before lifting
    B. Break the load into two or more manageable loads
    C. Turn around, put your back against it and push it
    D. Never ask anyone for help

20. Personal Protective Equipment (PPE) offers the best protection against hazards in the workplace. True or False?
    A. True
    B. False

21. Hydrocarbon spillages can be handled correctly by:
    A. Washing them down the drain and making sure the drain is cleaned afterwards
    B. Pouring water on them to cool them down
    C. Letting them evaporate naturally
    D. None of the above

22. The Lock-out/Tag-Out standard requires that hazardous energy sources be "isolated and rendered inoperative" before maintenance or servicing work can begin. True or False?
    A. True
    B. False

23. Good housekeeping, such as keeping walking spaces clear, is critical to preventing trip and fall accidents. True or False?
    A. True
    B. False

24. Gloves are:
    A. Not good for preventing injury
    B. Never required for safety
    C. To be worn when required by the Material Safety Data Sheet (MSDS)
    D. To be worn only if you want to wear them

25. If you have any ideas to improve safety in the workplace, you should:
    A. Share your ideas with your family

B. Discuss your ideas with your supervisor

C. Put the ideas into practice on your own

D. Discuss your ideas only with your coworkers

NOTES

Acknowledgement and Consent Agreement: I have received a copy and read the ATS Safety Handbook and understand the contents. I have had the opportunity to ask questions and fully understand the meaning and intent of this safety program and related policies. Additionally, I understand I should contact my supervisor with any further questions regarding the ATS Safety Handbook or program. By signing below, I acknowledge having received a copy of the ATS Safety Handbook and consent to abide by the contents.

_____

Name (printed)

_____

Signature

_____

DATE

SCORE:

NOTES:

SAFETY IS OUR CULTURE


ATS
a TSEBO solution
ANYWAY.ANYHOW.ANYWHERE.