



Originating Company
OILSERV LIMITED
 EPCIC CONTRACTOR

Departments
QUALITY HEALTH SAFETY AND ENVIRONMENT

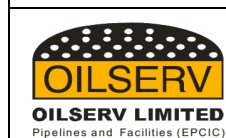
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QHSE POLICIES

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OSL/HS/POL/0001

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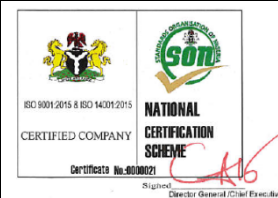
QUALITY HEALTH SAFETY AND ENVIRONMENT

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DOCUMENT REVISION HISTORY

Revision No.	Revision Date	Reason for change
1.0	11-04-2023	Cover page, Document Revision History page, Table of content page and were included
1.0	11-04-2023	Safety Policy: Replaced safety Manager, safety superintendent, safety supervisors and safety Officers with QHSE Manager, HSE Coordinator, HSE Supervisor and HSE officer (Page 7 of 21)
1.0	11-04-2023	Health Policy: Replaced “To dispose of cement waste” with To dispose hazardous waste” (Page 8 of 20)
1.0	11-04-2023	Drug and Alcohol policy: “shall be seen” has been changed to “shall be treated” The underlisted points were included in the policy: <ul style="list-style-type: none"> • Conduct unannounced searches for drugs and/or alcohol at OILSERV LTD premises and work locations. • Consider refusal to consent to a test specified by company policy as serious disciplinary matter and apply appropriate consequent management.

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		<ul style="list-style-type: none"> • Refuse entry to OILSERV LTD premises and work locations of any person believed to be under the influence of drugs or and alcohol. • Promote adherence to this policy through effective communication of the adverse effect of drugs and alcohol abuse. <p>All OILSERV LTD contractors, subcontractors and third parties within OSL facilities are required to comply with this policy, as non-compliance will attract appropriate consequent management. (Pg 10 of 21).</p>
1.0	11-04-2023	<p>Subcontractor Policy Statement:</p> <p>Replaced “Sub-contractor HSE competence assessments” with “Subcontractor HSE capability assessment” (page 14 of 21).</p>
1.0	11-04-2023	<p>Equipment Maintenance Policy:</p> <p>Replaced “Base/Facilities manager/Project Manager” with “Maintenance Manager/Project Manager” (Page 15 of 21).</p>
1.0	11-04-2023	<p>Training Policy:</p> <p>Change “Training Policy” to “HSE Training Policy” (Page 12 of 21)</p>
1.0	11-04-2023	<p>Policy on Use Seat Belt:</p> <p>The statement “Seat belts are provided for the safety of drivers and/or passengers in all vehicles” was changed to “Seat belts are provided for the safety of drivers and passengers in all vehicles”.</p> <p>Policy on use of seatbelt:</p> <p>The statement “No use of seat belt, No entry or Exit shall strictly be enforced” was included in the policy (Page 13 of 21).</p>




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I. INTRODUCTION



This document contains Oilserv Limited Quality, Health, Safety, and Environment (QHSE) Policies. These policies mandate all Executives, Management and Staff of Oilserv to ensure that the highest priority is given to all QHSE aspects in all of Oilserv’s activities and that the highest standards are implemented in all operating departments, divisions and projects.

The respective QHSE policies presented in this document are linked through an integrated management system which encompasses both compliance to regulatory and client requirements and delivery of excellent services in all our operations, elimination of inefficiencies and non-value-adding costs, pollution prevention, proactive waste management, as well as minimization of its adverse effects. These policies also guarantee all staff, clients, guests and our communities a safe and healthy environment and as well as systems that prevents ill-health, injury, damage, incidents and accidents.

Oilserv considers the requirements, regulations and ordinances of the QHSE policies contained in this document as the minimum thresholds and complete compliance is strictly required from all staff at all times in order to deliver that exceptional customer experience and safe environment.

II. QHSE POLICY REVIEW

To keep abreast of the developments in both local and global QHSE practices, these policies will be subject to review when the need arises, except otherwise advised by the QHSE Manager, by an Ad-hoc QHSE Review Committee (AQRC) of at least 2 persons that will be appointed by the GCOO. The AQRC must have the QHSE Manager as one of its members; and such reviews, if any, will be documented in the “Document Review History” and relevant policy sections of this document and read as component part(s) of the relevant QHSE policies.

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1.0 HEALTH, SAFETY AND ENVIRONMENT POLICY STATEMENT

It is the policy of **OILSERV LIMITED** to conduct her business safely and ensure good health of its personnel, protect the environment, and be sensitive to the needs of the communities around her area of operations.

OILSERV LIMITED operations shall be performed in a manner as to achieve the following:

- ◆ Preserve the health, safety and security of the employees and members of the public who might be affected by her operations.
- ◆ Minimize to as low as reasonably practicable risks arising from her operations, to achieve zero incidents goal.
- ◆ Secure company and Client's Assets.
- ◆ Visible management commitment, presence and effective communications and training to ensure the safety and health of employees and protection of the environment and host communities.
- ◆ Line management responsibility and accountability for HSE/CAS issues and recognition by all employees/contractors that they are responsible for their safety and the safety of those around them.
- ◆ HSE considerations being seen as an integral part of our business decisions, plans and operations, providing adequate resources to implement the policy.
- ◆ Ensure Compliance with applicable laws and legislations and relevant industry standards.
- ◆ This policy being available to employees and the public.



OILSERV LIMITED employees and subcontractors must plan and perform their work in accordance with this policy. Any job that cannot be done in accordance with this policy must not commence or be allowed to continue.

Emeka Okwuosa

ENGR EMEKA OKWUOSA

Chairman/GCEO

Date: 30-May-2023

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2.0 SAFETY POLICY

OILSERV Limited accords safety a high premium in the course of executing its projects by ensuring that equipment and personnel meet all required safety standards in terms of provision and application.

To achieve this:

- All equipment shall be thoroughly inspected and certified fit-for-purpose before use.
- Only trained and qualified operators shall be engaged to operate equipment.
- All Personnel shall be provided with the required personal protective equipment (PPE) to protect against the effects of incidents.
- Job hazard analysis/ risk assessment shall be performed before the start of any work activity. This will outline the hazards and analyze the risks and establish control measures to manage the risks.
- Any work considered “unsafe” shall not commence, while that considered unsafe during the course of execution shall be stopped until necessary control measures are implemented.
- All works shall be covered by the appropriate permit-to-work (PTW), safety codes, standards and procedures both at local and international levels.
- All sub-contractors shall comply with all OILSERV Limited safety rules and regulations.
- Awareness training and cascading of safety information shall be organized among staff for continuous improvement.
- Good safety performances shall be appropriately rewarded while negative performance shall be discouraged and may attract consequent management.



To effectively implement these measures, QHSE Manager, HSE Coordinators, HSE Supervisors and HSE Officers shall be engaged to monitor all safety-related activities and to ensure compliance at all times.



ENGR EMEKA OKWUOSA

Chairman/GCEO

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3.0 HEALTH POLICY

It is the policy of OILSERV LIMITED



- To preserve the health of its personnel and third parties who may be affected by her operations.
- To ensure that all staff of the company undergo medical fitness test/fitness to work test prior to engagement.
- That smoking of cigarettes, cigars or pipe is prohibited at all OILSERV work locations including offices and workshops, except where a designated smoking point has been established.
- To identify potential occupational health hazards- physical, chemical, biological, ergonomic and psychological health hazards associated with the working environment and establish necessary control measures.
- That all catering premises and activities, over which OILSERV has prevailing influence, present no risk to health of personnel.
- To protect food and water from the risk of contamination of any kind.
- To accept the use of cement products provided necessary precautions are taken to eliminate or reduce to “ALARP” any risk arising from its use.
- To dispose hazardous waste in strict accordance with Oilserv Ltd/Client/Government approved disposal procedures.

Emeka Okwuosa

ENGR EMEKA OKWUOSA

Chairman/GCEO

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4.0 OCCUPATIONAL HEALTH POLICY

It is the policy of Oilserv Limited to plan and execute its activities in a way that the health of its employees, those of its subcontractor and of any member of the public will be:

- Protected against health hazards arising from Oilserv operations;
- Promoted through dedicated health programmes;
- Improved through a systematic critical analysis of the quality of medical care

Health standards and requirements for both Oilserv and Subcontractors' will be the same in all operations.

In implementing this policy Oilserv aims to reduce work-related stress, illnesses and ailments, together with a reduction to acceptable levels of exposure for Oilserv and Subcontractor staff to substances and agents hazardous to health.



All personnel (company and subcontractors' staff) engaged in company operations must be certified medically fit before employment and annually,

The company shall promote good health by preventing occupational illness/injuries.

Emeka Okwuosa

ENGR EMEKA OKWUOSA
Chairman/GCEO

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5.0 DRUGS AND ALCOHOL POLICY

To protect the Health and safety of her personnel from the adverse effect of drug and alcohol abuse, **OILSERV ltd** has it as a policy that;

- All Personnel shall be required to undergo pre-employment drug and alcohol tests prior to employment.
- No staff at work shall be liable to be under the influence of alcohol or un- prescribed drugs.
- To be in possession of, distribute, sell or under the influence of any un-prescribed or prohibited drugs (such as cocaine, amphetamine, marijuana, hashish etc.) and alcohol within OILSERV LTD Premises and locations shall be treated as a violation of this policy.
- Management shall at random conduct drug and alcohol tests on Employees, and anyone found in violation of this policy shall face consequence management.
- It is an offence for any employee of **OILSERV LIMITED** to violate this drug and alcohol policy.
- That smoking of cigarettes, cigars or pipe is prohibited at all OILSERV work locations including offices and workshops, except where a designated smoking point has been established.
- Conduct unannounced searches for drugs and/or alcohol at OILSERV LTD premises and work locations.
- Consider refusal to consent to a test specified by company policy as serious disciplinary matter and apply appropriate consequent management.
- Refuse entry to OILSERV LTD premises and work locations of any person believed to be under the influence of drugs or and alcohol.
- Promote adherence to this policy through effective communication of the adverse effect of drugs and alcohol abuse.

All OILSERV LTD contractors, subcontractors and third parties within OSL facilities are required to comply with this policy, as non-compliance will attract appropriate consequent management.



Management shall take disciplinary action against any employee who is unable to carry out his/her duties due to the effect of unprescribed drugs or alcohol.



ENGR EMEKA OKWUOSA

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6.0 ENVIRONMENTAL WASTE MANAGEMENT POLICY

It is the policy of **OILSERV LIMITED** to promote, protect and preserve the environment within her area of operation. Hence employees and sub-contractors are expected to perform their duties in an environmentally friendly manner.

In implementing this policy;



- Staff and sub-contractors are to ensure that their operation do not have any adverse effect on the air, water, soil, plant and animal within their work environment.
- All wastes generated when executing any project shall be collected, segregated, treated (where necessary) and disposed in a way as not to have impact on the environment.
- Work sites must be cleaned on daily basis.
- At the end of any activity, work site must be left clean in conditions as near as possible to the state in which it was found.
- All operations shall be carried out in conformity with National and International laws and regulations on environmental sustainability.
- Only government approved waste management contractors with proven integrity shall be used for waste management/disposal.



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7.0 HSE TRAINING POLICY

OILSERV Limited recognizes the importance of staff up-grade through relevant and work-related training and takes a giant stride in the training of its personnel.

To ensure staff training:



- The company shall organize relevant internal trainings for staff using qualified and experienced trainers.
- The company shall send its personnel to relevant external training programs
- The company shall provide fund for the training of its personnel
- The company shall develop a yearly training plan for personnel.
- All newly recruited personnel shall undergo compulsory HSE induction and on- the-job skill training.
- Competent and eligible personnel shall attend relevant seminars, workshops and conferences of company interest.
- The company shall maintain a staff-training dossier.



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8.0 POLICY ON USE OF SEAT BELT

Seat belts are provided for the safety of drivers and passengers in all vehicles.

It is mandatory for all employees to put on seat belts at all times while on company business.

To ensure compliance to this policy;

- All drivers shall prior to take off have their seat belts fastened at all times and remind their passengers to do same.
- Security officers at both the site and company premises gates should carry out visual inspections of any company or other vehicles entering or leaving the premises to ensure all occupants comply with this directive.
- No use of seat belt, No entry or Exit shall strictly be enforced.



Appropriate disciplinary action may be taken against any staff, contractor or sub- contractor that violates these directives.



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9.0 SUBCONTRACTOR POLICY STATEMENT

It is the policy of Oilserv limited to ensure that its subcontractors adhere to all company’s Health Safety and Environment rules, regulations and standards.

Oilserv shall closely monitor its subcontractors in all HSE related activities and ensure that they conform to all Company and CLIENT HSE requirement.

The company reserves the right to shut down any operation being carried out by her subcontractors that does not conform to Oilserv and CLIENT HSE Policy and Plan.

Sub-contractor HSE capability assessments shall be carried out prior to contract awards



Subcontractor HSE performance and compliance shall be regularly evaluated through audits and inspection, during contract executions.



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10.0 EQUIPMENT MAINTENANCE POLICY.



- All equipment **MUST** be regularly maintained. All unserviceable equipment shall be locked out and tagged as thus.
- The objective of such routine Preventive maintenance is to reduce equipment downtime and lost time incidents resulting from lack of maintenance culture.
- Routine maintenance shall be planned and executed, as may be required based on manufacturer's instructions. The aim is to put all equipment in serviceable order for hitch free operation/use.
- It is mandatory that equipment operators report immediately any break or faults observed in their equipment. Late reporting of faults shall be met with appropriate reprisals.
- Drivers shall use approved fault reporting form or docket to lodge in reports.
- Toolbox meetings on proposed equipment maintenance **MUST** precede the maintenance work planned for each day.
- All maintenance crew must be trained and only experienced personnel shall be job placed and authorized to carry out maintenance.
- All maintenance work shall be carried out in accordance with the company's safety maintenance procedures. The maintenance crew must be briefed before each maintenance episode.
- The implementation of the maintenance policy shall be the responsibility of the maintenance engineer, who should report to the Maintenance manager/Project Manager.
- Equipment history card and manufacturer's maintenance guide or instruction shall be used in the maintenance of equipment.

Emeka Okwuosa

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11.0 MARINE OPERATION POLICY

It is the policy of OILSERV LIMITED to carry out marine operations strictly within existing marine regulations and guidelines applicable in the marine industry, to ensure the safety of crew members, passengers and other third parties.

In pursuance of this, the following must be adhered to:

- 1) All company marine procedures shall be applied in all operations.
- 2) Competent marine personnel shall be employed to supervise marine operations.
- 3) No night journeys on inland waterways between 1830 hours and 0600 hours except in cases of emergencies involving significant threat to life or property and such movement shall be authorized by the Company Authorizing person.
- 4) Crew members and visitors that come on board company boats, crafts and the like shall be required to be in possession of valid swimming passports.
- 5) All crew members on deck must wear work vests.
- 6) Lifesaving and firefighting equipment on board shall be checked regularly and kept in good working condition at all times.
- 7) Radio communication network manned 24 hours shall be deployed as part of contingency planning and management.



Any marine activity, which is not in agreement with this policy, shall not be started or continued.

Emeka Okwuosa

ENGR EMEKA OKWUOSA

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12.0 JOURNEY MANAGEMENT POLICY

The responsibility for managing company transportation safety rests with the logistic coordinator in liaison with the journey management officer.

To ensure the success of journeys;



- ◆ The Logistics coordinator shall at all times inform the journey management officer (JMO) of all qualifying journeys, stopovers and termination points as detailed in the initial journey management plan.
- ◆ Drivers shall always inform the journey management officer of any change in the initial journey plan.
- ◆ JMO will regularly call to ascertain exact locations of company vehicles/boats.
- ◆ HSE department in conjunction with the training supervisor shall organize defensive driving programs which will include Photo glare and eye tests for all drivers and self-driven managers.
- ◆ Upon qualification through a written, oral, and commentary test, drivers must possess company driving permit and valid driver's license before embarking on any journey.
- ◆ This Permit may be withdrawn if company journey management policies are violated.
- ◆ The Policy on Use of seat belt and driving within speed limits shall be enforced.
- ◆ No night driving (7:00pm-6:00am) is allowed except in emergencies which must be authorized by the company Authorizing person.
- ◆ Vehicles shall be selected based on specific requirements and application.
- ◆ Road traffic accidents shall be subject to investigations to reveal their root causes, and identified learning points appropriately disseminated to prevent reoccurrences.
- ◆ Communication system shall be available for ease of contact and response during emergency situations.
- ◆ To reveal drivers' performance and effectively manage journey, vehicle tracking devices shall be installed in all company operational vehicles.

Emeka Okwuosa

ENGR EMEKA OKWUOSA

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13.0 JOURNEY EMBARKATION POLICY

OILSERV LIMITED journey embarkation plan is an integral part of the company’s journey management system.



Therefore, the following shall be considered before or during journeys as applicable:

- Visual inspection of vehicles including Pre-trip vehicle inspections using standard checklists.
- Journey distance and speed limitations.
- Journey route, road condition and locations involved.
- Condition of the driver (fitness).
- Materials and personnel to be carried with respect to vehicle kind, age and capacity
- Required Vehicle documents, Ok and current
- Required accessories in place (spare tyre, fire extinguisher, set of spanners set of screw drivers, wheel spanner, caution triangle, first aid box etc.)
- Fueling and all necessary funding provided.
- Accommodation arrangements where necessary.
- Functional Communication system.

Passengers are to assess and monitor drivers driving pattern and provide feedback where applicable.


ENGR EMEKA OKWUOSA
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14.0 QUALITY AND ENVIRONMENTAL POLICY

OILSERV LTD is fully committed to providing Quality services to our valued clients in the fields of project management, engineering, procurement, construction/fabrication, installation, commissioning and maintenance of the Energy, Oil and Gas Industries.

While doing this, we will ensure to protect the environment by minimizing pollution as well as reduce waste where generated.

Our priority is to ensure that our services and products comply with all customers, environmental as well as compliance obligations applicable to our industry.

Where used, we ensure hazardous materials are carefully managed from procurement to disposal.

We are also committed to adopting the tenets of the ISO 9001:2015 & 14001:2015 Standards to continually improve the quality and environmental friendliness of our services and products.

To ensure sustainability of service quality and the environment, we establish quality and environmental management system (QEMS) objectives at corporate, departmental and other relevant levels within the organization.

This policy is communicated to all staff of OILSERV LTD, and interested parties can see this on our website.



This policy is reviewed to ensure continued suitability, as and when due.



ENGR EMEKA OKWUOSA

Chairman/GCEO

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15.0 QUALITY POLICY

In line with our business strategy, OILSERV LTD is fully committed to providing Quality services to our valued clients in the fields of project management, engineering, procurement, construction/fabrication, installation, commissioning and maintenance of the Energy, Oil and Gas Industries.

Our priority is to ensure that our services and products comply with customer's requirements as well as regulatory provisions applicable to our industry.

We are also committed to adopting the tenets of the ISO 9001: 2015 Quality Management System (QMS) Standard to improve the quality of our services and products through Quality Performance Monitoring, Quality Audits and Quality Management System (QMS) reviews according to international standards.



To ensure sustainability of our quality services and products, we use Quality Management System (QMS) success factors to develop quality objectives at the corporate level, while the corporate quality objectives are interpreted and cascaded to all the relevant departments.



ENGR EMEKA OKWUOSA

Chairman/GCEO

Date: 30-May-2023

OILSERV LIMITED			
 <p>OILSERV LIMITED Pipelines and Facilities (EPCIC)</p>	HEALTH SAFETY AND ENVIRONMENT		 <p>ISO 9001:2015 & ISO 14001:2015 CERTIFIED COMPANY NATIONAL CERTIFICATION SCHEME Certificate No. 9000021 Signed: <i>CAK</i> Director General/Chief Executive</p>
	QHSE POLICIES		
	OSL-HS-POL-0001		
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16.0 QUALITY, HEALTH & SAFETY AND ENVIRONMENTAL POLICY

OILSERV LTD is fully committed to achieving the highest Occupational Health & Safety and Environmental standards while providing Quality services to our valued clients in the fields of project management, engineering, procurement, construction/fabrication, installation, commissioning and maintenance of the Energy, Oil and Gas Industries.

To achieve these, the Top management is committed to:

- The provision of safe and healthy working conditions for the prevention of work-related injury and ill-health.
- The elimination of hazards and reduction of OHS risks to as low as reasonably practicable.
- The protection of the environment, including prevention of pollution
- Conducting our operations in compliance with all applicable laws, regulations, standards and approved codes of practice.
- Ensuring that our services and products comply with all customers, and interested parties' requirements.
- The continual improvement of its QHSE management system to enhance its performance.
- The consultation and participation of workers and workers' representatives in all matters relating to their health and safety.

OILSERV shall ensure the following:

- QHSE issues are a priority in all our operations and sites.
- Proactive identification of QHSE risks and implementation of suitable control measures.
- Waste is managed through reduction, reuse, recycle and responsible disposal.
- Hazardous materials are carefully managed from procurement to disposal.
- Provision of necessary training and awareness to enable workers perform their responsibilities competently.
- The full implementation of the requirements of ISO 9001:2015, 14001:2015 & 45001:2018.
- The establishment of QHSE objectives & targets at corporate, departmental and other relevant levels within the organization and ensure they are monitored.

This policy is communicated to all staff of OILSERV LTD, and made available to interested parties via our website. This policy will be reviewed to ensure continued suitability, as and when due.



ENGR EMEKA OKWUOSA

Chairman/GCEO

Date: 30-May-2023