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1

LEADERSHIP & COMMITMENT

LEADERSHIP, COMMITMENT AND EXPECTATIONS

Management of MENAL TECHNICAL SERVICES shall provide strong, visible Leadership and Commitment to HSE Management. By this regard, Management will:

- Allocate sufficient resources to provide and sustain safe operations, Management will also be responsible for the implementation of the safety policy for health, safety, environment, community affairs and security during the project.
- Managing Director is expected to chair safety meetings with other top managers in attendance
- Responsibilities will also be assigned to the relevant personnel/supervisors and necessary backing in terms of funds and authority will be given by the management.
- Advise on the draw up and implementation of the safety system of work and the use of appropriate PPE for the project.
- Visible participation of managing director, managers and supervisors in HSE activities such as meetings, audits, drills, inspections, MFI, trainings, emergency drills, incentive scheme, etc towards building strong and rewarding HSE culture among Temile staff
- Recording of accidental case / investigations and presenting information in format appropriate for use by the company to measure safety performance.
- Management approves “UNSAFE WORK STOPPAGE POLICY” meaning all staff/personnel have been empowered/authorised to stop any unsafe work during operation
- Senior Manager will attend project kick-off meeting.
- Management shall provide PPE’s for staff during the project.
- Management will implement the incentive scheme/award to staff/personnel as contained in the approved incentive scheme policy/guide.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

2

POLICY
&
STRATEGIC OBJECTIVES

POLICY AND STRATEGIC OBJECTIVES

- ❖ The Management of MENAL TECHNICAL SERVICES shall ensure that its HSE Policy and Strategic objective are consistent with our operational guidelines and that of clients.
- ❖ Ensure that our policy and strategic objectives are relevant to the organization's activities, product and services
- ❖ Ensure that our policy and strategic objectives are made to accommodate all our stakeholders including government, customers, shareholders, general public, etc.
- ❖ Ensure that our policy and strategic objectives are made open/known to the relevant parties through our information notice board
- ❖ To reduce the risk of health, safety and environment to levels which is as low as reasonable practicable.
- ❖ To provide a framework for setting and reviewing HSE Objectives and targets that commits the contractor to continuous efforts to improve HSE Performance.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

HSE POLICY

The long-term business success of Menal Technical Services depends on our ability to continually improve the quality of our services and products while protecting people and the environment. Emphasis must be placed on ensuring human health, operational safety, environmental protection, quality enhancement, and community interest.

Menal Technical Services requires the active commitment to, and accountability for, HSE from all employees and contractors. Line management has a leadership role in the communication and implementation of, and ensuring compliance with, HSE policies and standards.

We are committed to

- ❖ Achieving “**Zero Incident**” of no harm to people, no fatality and no LTI
- ❖ Handling HSE in equal importance to other business activities
- ❖ Strict Compliance with 12 Life Saving Rules, 3 HSE Golden Rules and other applicable HSE rules in operation
- ❖ Manage wastes in accordance with acceptable procedure towards preventing pollution and guarantee healthy living condition
- ❖ HSE is a collective responsibility
- ❖ Ensuring that all works are carried out with strict adherence to procedures
- ❖ Protecting the health and safety of employees and contractors
- ❖ Personal Protective Equipment (PPE) must be worn while working
- ❖ Ensuring effective communication through posters, hand-bills, billboard, meetings, etc
- ❖ Ensuring competency assurance of personnel through periodic training

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

DRUGS AND ALCOHOL POLICY

Conscious of the injurious effects and danger arising from the abuse of Psychoactive drugs and alcohol and it's implication on the execution of work in a safe form, in addition to their other adverse effects with respect to the efficiency and productivity of workers, Menal Technical Services has prohibited the following conduct:

- Coming to work under the influence of alcohol
- The use, possession, distribution or sale of controlled drugs not prescribed by a doctor and hallucinogetic substances that generates dependency while at work within the company's premises and/or during the execution of any official activity where Menal staff or their contractors are at work

The violation of any of the above constitutes a serious offence which may result in disciplinary action being taken against the offending staff

Alcohol and drugs impair performance at work and can be a serious threat to health, environment and productivity. The company management wishes to ensure that all employees recognizes this threat and aim at countering its effect by minimizing the risks involved. In order to achieve this, the following policy shall apply:

- There shall be pre-employment drug and alcohol/medical test for employee to ascertain their condition and state of health before engagement
- There shall be random drugs and alcohol test on personnel by company medical officers (retainership Clinics)
- Employees who depend on drugs and alcohol are encouraged to seek medical advise and to follow appropriate medical advice.
- It is strictly prohibited for any employees to be at work whilst under the drugs or alcohol.
- There shall be periodic medical check-up on personnel target at detecting drugs and alcohol abuse by workers during working hours. This shall be done by the company medical officers. Erring staff is made to face consequence management
- The illicit use, possession, distribution, or sales of illegal drugs and alcohol on company business or work location
- The drugs and alcohol policy in our company is in line with keeping to the required legislations like:
 - Declaration of occupational Disease Notice, 1956 (Cap. 126). P.5533
 - First Aid Boxes (Prescribed Standard) Order, 1957 (Cap. 126, Vol. iii) P. 5551
 - Food and Drugs Acts (1990)
 - Public Health Law 1963 cap. 52 C & F Eastern Nigeria

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

JANUARY 2017

POLICY ON HIV/AIDS

Menal Technical Services management and employees acknowledge the existence of HIV/AIDS epidemic and its fast spreading tendencies in Nigeria. Most especially its health and social consequences on the workforce and society at large. AIDS is chronic, life threatening disease with social, economic and human rights implications.

AIDS (Acquired Immune Deficiency Syndrome) is a disease caused by a virus called **HIV(Human Immune Deficiency Virus)**. This virus slowly weakens a patient's ability to fight off other diseases

The purpose of this HIV/AIDS policy is to ensure a uniform and fair approach to the effective prevention and comprehensive management of HIV/AIDS positive persons among employees and their immediate families, wife and biological children. To protect all HIV positive employees from stigmatization and discrimination by co-workers, base on their HIV status. It guarantees that job access, status, promotion, security and training will not be influenced merely by the HIV status of an employee

- **Guiding Principles**

- (1) Consultation (2) Non-Discrimination (3) Confidentiality

Menal Technical Services promotes and facilitates access to voluntary counselling and testing for all employees through company retainer ship clinics. Employees living with HIV/AIDS have the same rights and obligation as well staff members. There is very little chance of HIV being transmitted in the work place. In order for a person to be infected, the virus must gain entrance into a person's blood stream. The modes of transmission in order importance are:

- Unprotected sex with an HIV infected person
- From an infected mother to her child (during pregnancy, at birth, through breast feeding)
- Transfusion with infected blood and blood products
- Intravenous drug use with contaminated needles
- Unsafe, unprotected contact with infected blood and the bleeding wounds of an infected person

Management shall implement this policy and support all worthy initiatives aiming at enhancing its importance

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

SAFETY POLICY

The company has a policy to carry out its activities in such a manner that no injury on persons or damage to properties arises during its operations. In this regard, the following shall apply:

- The Company shall continue to reward positive attitude to safety and frown at or dismiss erring workers who show negative attitude to work.
- The safety of all our staff and third parties shall be taken care in all our operation.
- All staff and third parties have been empowered to stop all unsafe work whenever conditions are found to be unsafe.
- The ecosystem must be protected especially where we work to avoid damage/destinations to our environment.
- The importance of zero incident/accident shall be emphasized through the strict usage of the permit to work system.
- Every worker is empowered to stop unsafe working situation or condition

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

STOP WORK AUTHORITY

In furtherance of HSE policy, every employee is empowered to stop any work that is considered unsafe and capable of endangering people, equipment and the environment.

No worker shall be reprimanded for stopping unsafe work.

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JOSHUA EYEWU
MANAGING DIRECTOR
JANUARY 2017

HEALTH POLICY

Menal Technical Services, shall lay emphasis on the promotion of the total health concept and the protection of its employees and third parties

- All workers and third parties shall be medically examined by our Retainer ship Clinics prior to engagement. There shall be pre-employment medical fitness for employees.
- There shall be Fitness-To-Work medical for personnel working in a remote locations, catering staff, Crane operators, Professional Drivers, Emergency response team, Users of breathing apparatus, Expatriates, Colour vision dependant tasks/staff, Food handlers, etc. while Medical Fitness certification (ordinary medical) shall be required of other personnel not in the categories mentioned above.
- Menal's guidelines and protocol on medical fitness to work shall be strictly applied
- Menal uses approved and accredited retainer ship clinics and health insurance organizations for her operations (Capitol Hill Clinic-Warri-08037162448 & Health Partners-Health Maintenance Organization- (HMO)-Lagos (08077140607)
- Staff shall be given opportunity to have access to medical treatment in our retainer ship clinics with approval of management
- No drug or alcohol will be allowed to be taken when working
- There shall be regular medical checkup for personnel as a follow up to good health maintenance
- The company shall enforce its “NO SMOKING” Policy as Smoking is dangerous to health-“Smokers are liable to die young”

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

EQUIPMENT MAINTENANCE PLAN

The management of Menal Technical Services gives priority to all her equipment/machines/vehicles in term of maintenance. In this direction, management has adopted two measures/plans for the maintenance of these assets.

- Equipment/machines/vehicles shall be serviced at the attainment of every five thousand kilometers covered. This is applicable mostly to equipment/machines/vehicles that are frequently used. There shall be statistical sticker containing date of service, date of expiration (Next due date for servicing), who carry out the servicing and who authorize the servicing/maintenance.
- Equipment/machines/vehicles shall be serviced/maintained periodically of once in three months. This is applicable to equipment/machines/vehicles that are often put into use. At the attainment of stated period, the equipment/machines/vehicles concerned is serviced/maintained and relevant statistical sticker containing servicing/maintenance information is placed on the equipment/machines/vehicles concerned.
- However, anyone that comes first among the two above is adopted for servicing and maintenance of our vehicles/assets.
- The management of Menal Technical Services believes in routine maintenance rather than break-down maintenance hence, this approved equipment/machine/vehicle maintenance plan.

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

WASTE MANAGEMENT POLICY

1. Take all practicable reasonable measures to minimize the generation of waste.
2. To manage and dispose off generated waste in an environmentally friendly manner.
3. To track and maintain full life circle of generated waste streams and provide an auditable trail as to it's management and disposal.
4. Effective delivery of the segregated bins to the waste disposal depots.
5. Treatment of the waste either by incineration, composing or recycling.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

NIGHT SAILING POLICY

No night sailing is allowed in Menal Technical Services marine logistic operation.

Night operation starts from 7:00pm to 6:00am.

Every marine logistic operation shall be planned, authorized/approved by project manager/Site Engineer/Journey manager

Vessels are expected to be moored at a safe jetty when night falls .

Consequent management shall be applied to any aspect violation of this policy

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

HSE INCENTIVE PROGRAM/SCHEME/PLAN

Menal Technical Services. Places much emphasis on Health, Safety and Environment of her work force. At the same time recognizes the importance of motivation of staff in order to achieve maximum output in a safe manner. Management has series/categories of incentive plans for staff. These include:

- ✓ **Best Customer Relation Staff of the year/project**
- ✓ **Best safety conscious staff of the year/project**
- ✓ **Best Incident Reporting staff of the year/project**
- ✓ **Most punctual staff of the year/project**
- ✓ **Best Goodhousekeeping Staff of the year/project**
- ✓ **Among others as may be decided by the management**

Frequency of the award is annually or project specific as may be decided by the management

Criteria for award include: Punctuality, attendance and active participation in safety meetings, pep-talks, Tool box talks; good conduct/attitude to work, among others.

Awardee is selected through record appraisal, nomination by personnel, supervisors, project managers, managing Director or client representative which may constitute or refer to as “ award committee”.

Certificate of achievement or / and tangible item shall be presented to the awardee as gift in recognition of his/her contribution to the safe operation and development of the company.

On the other hand, erring staff is punished through the application of the company consequent management matrix.

This is designed to ensure compliance to safety rules and to facilitate the achievement of goal zero.

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

NIGERIAN CONTENT POLICY

Menal Technical Services has resolved to comply with Nigerian Local Content development Act of 2010 and other Nigeria Statutory legislations.

The Nigerian (Local) Content Policy generally seeks to promote a framework which ensures that the local competencies are built (to international acceptable standard) through the active participation of Nigerians, and the deployment of local resources and raw materials, in oil and gas related activities.

Menal Technical Services is committed to the implementation of Nigerian (Local) Content program and resolved to ensure that:

- ❖ 100% compliance with Local Content Development (LCD) Act of 2010
- ❖ Nigerians shall be given 90% job/ employment opportunity in the company operations while 10% shall be reserved to expatriates where necessary
- ❖ Competencies of the Nigerian workers shall be enhanced through periodic training programs- both internal and external trainings
- ❖ Nigerian / indigenous sub-contractors shall be considered for Menal outsourcing operation
- ❖ Menal shall place emphasis on the use of local resources and materials for production. This is aimed at developing our local (Nigeria) economy
- ❖ Menal shall partner with government agencies such as Directorate of petroleum Resources (DPR), Federal Ministry of Environment and other agencies in Nigeria Oil and Gas sector towards improving services in compliance with local content development

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

ENVIRONMENTAL POLICY

- All environmental incident/accident shall be reported and investigated when need arises.
- All the natural ecological system at the worksite shall not be affected.
- All staff of Menal Technical Services shall comply with ISO 14001 during the project.
- All waste generated during the course of this project shall be properly disposed off according to Menal/Client Waste Management procedure/policy.
(Zero tolerance for environmental pollution)

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JOSHUA EYEWU
MANAGING DIRECTOR
JANUARY 2017

COMMUNITY AFFAIRS POLICY

The Company shall take all necessary steps to maintain good relationship with the host Community with whom she comes into close contact during the course of our project execution. This shall include observing all protocols and customs in the Community.

All Community related matters shall be handled by experienced Senior Management Staff of Menal Technical Services

In case of disputes, the Company Management shall liaise with clients Community Relation Officer (CRO) for the area.

Menal shall ensure that Freedom-To-Operate (FTO) clearance is secured from the host communities in conjunction with our client prior to mobilization to project site. Furthermore, Menal shall fulfill or implement all agreed terms and condition as contained in the FTO to the host communities.

The company shall engage indigenes of the host community through employment and community development projects.

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

COMMUNITY RELATIONS MANAGEMENT/AFFAIRS SYSTEM, POLICY & PLAN

The Company shall take all necessary steps to maintain good relationship with the host Community with whom she comes into close contact during the course of our project execution. This shall include observing all protocols and customs in the Community.

- All Community related matters shall be handled by experienced Senior Management Staff of Menal technical Services
- No mobilization to site without securing Freedom-To-Operate (FTO) with host communities
- 40% of the work force or as may be stated in FTO shall be from the host community. This is aimed at engaging indigenes from the host community
- There shall be empowerment scheme for the host community. Temile personnel shall reside within the host community of operation. Sub-letting of affordable contracts to host community, among others shall be considered
- In case of disputes, the Company Management shall liaise with clients Community Relation Officer (CRO) for the area settlement.
- The company shall engage indigenes of the host community as security operatives or local security Guards both for projectsites and accommodation areas except otherwise stated in project security plan

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

SAILING POLICY

- No night sailing in Menal Technical Services marine related operation, Night start from 7:00pm to 6:00am each day. All marine vessels are expected to anchor in a safe jetty to observe night rest.
- Marine related personnel are expected to wear work vest/life jacket/personal floatation devices (PDF) and other mandatory personal protective equipment (PPE) such as safety shoe, coverall, hard hat,, etc during marine operation
- Marine related personnel are expected to have an idea of how to swim (Survival swimming) and possess valid swimming pass or Helicopter Underwater escape Training (HUET) certificate
- Effective marine journey management plan must be observed in Menal marine related operation. All journeys must be authorized and planned jointly by the journey manager, journey authorizer and the entire workforce
- Quartermaster/River masters are in charge of the vessels and must brief passengers about the journey. This must be logged in the marine shuttle manifest
- Quartermaster/River masters/ Marine Engineering Assistance (MEA) and other marine personnel must possess valid competency certificate and medically fit.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

RISK MANAGEMENT POLICY/PLAN

In all our operations, our company will implement the risk management plan to meet the set standard in accordance with our client rules and regulations.

The following steps shall be taken for risk management by our company.

- Every task shall be thoroughly examined with a view to analysing hazards in such task and put control measures in place to mitigate them to as low as reasonably practicable (ALARP)
- Menal Risk Assessment matrix (RAM) table containing consequent management and severity increasing likelihood shall be used in the analysis. Menal hazards management manual shall be one of the source documents
- Night driving is prohibited. No night sailing and No drugs or alcohol while on duty
- Tool box talks shall be conducted before work commences on daily basis and it will be a job specific. This will ensure last minute reminder of workers about the hazards in the task ahead of them
- Job hazards analysis (JHA) of every task shall be jointly developed with active participation of workforce
- Staff shall be encouraged to follow work procedure and ensure that there is effective work supervision
- All workers shall be medically fit and minor injury shall be given first aid treatment by the site designated First Aider or site nurse, while major injury shall be referred to Menal retainership clinics
- Effective journey management shall be maintained to reduce road traffic incident
- Unsafe work stoppage policy shall be implemented
- There shall be good access control at work place

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

CONSEQUENT MANAGEMENT POLICY

The management of Menal Technical Services expects every personnel to comply with safe/operational rules and regulations of the company in order to have accident/incident free operations

Management is aware of the fact that failure to comply strictly with safety/operational rules and regulations could lead accident/incident with consequence of injury to personnel-major or minor, damage to property, pollution to the environment and damage to the company reputation. These always go with a attendant huge of unnecessary expenses to remedy the situation.

In order to avoid these, personnel have been exposed to various trainings, meetings, engagements, inductions and others

However, consequence management shall be meted out to erring staff who deliberately violates these rules. The consequent management is drawn out in a company consequent management matrix table covering various violations and the likelihood punishment to be applied.

Some of these include:

-Violations that attract outright dismissal from the company operation include-Fighting, stealing, failure to observe life saving rules, among others.

-Violation that attract first warning, second warning and final warning include- failure to use provided PPE, Using wrong tools for jobs, failure to follow work procedure, breaking of access control, poor house keeping, incompetence, negligence of duty, among others

On the other hand, reward such as salary increment, bonus, gift item, etc-shall be given to any personnel found to be observing safety / operational rules and regulations

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

POLICY STATEMENT ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The management of Menal Technical Services shall provide adequate, appropriate and complete PPE for the workers. This shall be done twice in a year in fulfillment and demonstration of the visible management commitment to health, safety and environment. This shall also be applicable to each of our project site management.

Towards this end, the management shall make available adequate resources to pursue this goal of no harm to personnel, equipment and the environment. Also, there shall be adequate and up-to-date record keeping of the PPE issued to the workers/personnel by the HSE department. Personnel shall be trained on the use, maintenance and general handling of PPE using Menal manual on PPE as a guide

Some of the Personal Protective Equipment (PPE) include but not limited to:

Coverall, Helmet, Safety shoes, Rainboot, Handgloves, (Leather, Cloth, Dotted, Rubber, Etc.), Eye goggle, Ear Protection, Respiratory equipment, Aprons, Harness Belts, Chin guards, Cutlass Sheath, Protective Cream, Life jackets/work vest, Fire suit, Foot protection (safety shoe/boots, job masters, swamp shoes, etc.). Welding masks and host of others.

The management shall enforce the usage of these PPEs issued to personnel at work and encourage personal hygiene through regular maintenance and washing of these PPE. Genuine complaint from workers as regards loss or damage to PPE in the course of work shall be entertained replacement shall be made. No return of PPEs by personnel.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

QA/QC POLICY WITH EMPHASIS ON ISO 9001:2008 & 14001

CERTIFICATIONS

The management of Menal Technical Services is committed to Quality Assurance & Quality control in all aspects of our operation including environment

- Menal is presently undergoing ISO 9001:2008 certification.
- Menal has QA/QC department manned by seasoned Quality Control and Quality Assurance personnel
- Ensuring that competent and experienced personnel are engaged to handle technical areas of operation.
- Ensuring that Menal QA/QC manual, standard and procedures and that of clients are followed.
- Ensuring that all materials to be used for our projects conforms with ISO 9001:2008 QMS requirement.
- Ensuring that Menal deals directly with registered and ISO 9001 certified sub-contractors and ensure that works are carried out in compliance with our laid down procedures without compromising quality.
- Ensuring that there shall be effective job/project supervision.
- Ensuring that our equipment and machinery are certified by accredited and approved third party and ensuring their regular fitness, integrity and conformance.

JOSHUA EYEWU
MANAGING DIRECTOR
JANUARY 2017

ACCESS CONTROL POLICY

Towards ensuring safe, conducive, well organized and incident/accident free operation in our project sites, the management of Menal Technical Services shall strictly adopt effective access control on site by:

- ❖ Ensuring that every Menal staff has a valid company identity card. This must be worn at all time while on duty both on site and at the base office
- ❖ Use of visitor's pass by visitors with Menal work area shall be maintained
- ❖ Condoning off the hazardous work area on site with barrier tape to keep the unwanted persons away from the area
- ❖ There shall be access control board and record book on site in which personnel data would be entered at the entrance of the project site or facility. This is aimed at accounting for numbers of persons around in case of emergency.
- ❖ There shall be induction for every visitor and personnel for the project at the project site. Important information as regards the site shall be treated. These include company policies, restricted area, accident/incident reporting procedure, PPE, uses and types, project site rules, emergency exit, mustering point, conveniences, site security, community relations, etc.
- ❖ There shall be visitor's record book and form on site to account for numbers of visitors, date of visitation, time (in and out), duration, purpose of visit, address of visitor, his contract address & telephone numbers, whom visitor has come to see, etc.
- ❖ There shall be adequate and relevant warning/safety signs on site strategically positioned on site to alert and warn persons about impending dangers at work site.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

AUDIT POLICY STATEMENT

The management of Menal Technical Services believes in continuous improvement in all our areas of operations. Therefore, in actualizing these noble objectives; there shall be audit plan as follows:

- There shall be periodic project specific audit. However, this could be monthly or quarterly as it may be decided by the project team.
- However, there shall be Quarterly Management Facility Inspection (MFI).
- There shall be audit/inspection team.
- The audit team shall comprise of management staff such as Managing Director, Managers, Supervisors, Foremen, HSE officers among others.
- The audit exercise shall cut across all our areas of operations such as HSE, Equipment/Machine, Environment, Tools, etc.
- Any shortcomings noticed during an audit exercise shall be given urgent attention through action party with target date. Preferably, defects shall be corrected before next audit exercise.
- There shall be audit plan also for specific project at work sites.
- There shall be commitment to audit exercise by the audit team in order to improve in our operation
- The minimum requirement for an auditor is HSE competency level 3 from a recognised safety training institution such as Institute of safety professional of Nigeria (ISPON), among others.

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JOSHUA EYEWU
MANAGING DIRECTOR
JANUARY 2017

HAZARDS AND EFFECT MANAGEMENT PROCESS

(HEMP POLICY)

The company has a policy to carry out its activities in such a manner that no injury to personnel, no pollution to the environment or damage to properties arising during its operations. In this regard, the following shall apply:

- The company shall adopt the processes of HEMP to identify, assess and recover by carrying out effective job hazards analysis (JHA) sheet for every task with the sole aim of identifying hazards associated with each stage of the job and proffer control measures, recovery measures and rate the risk by using Risk Assessment Matrix.
- The job hazards Analysis (JHA) developed for each task of the operation shall be cascaded to the entire workforce engaged in such activity. These shall be accomplished through the use of induction, safety meetings, daily pep-talk, etc.
- All staff shall be made to understand the Job Hazard Analysis and demonstrate the same in their job execution through effective supervision and engagement of the personnel in the delivery of topic at or during pep-talk.
- The Job Hazard Analysis (JHA) shall be made accessible to personnel for further study, discussions and application at work.
- There shall be periodic review of the job hazard analysis relating to the job specifics and circumstances of the job.
- The importance of zero incident/accident shall be emphasized through the strict usage of the Permit-To-Work system
- The company shall continue to reward positive attitude to safety and frown at or dismiss erring workers who shows negative attitude to work.

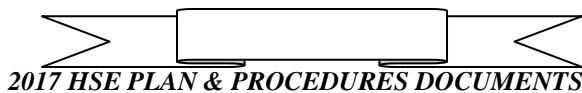
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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

MENAL TECHNICAL SERVICES



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HSE MANAGEMENT SYSTEM

COMPANY HSE/OTHER RELATED LEGISLATION & REGULATIONS

OCCUPATIONAL HEALTH

1. Declaration of occupational Disease Notice, 1956 (Cap. 126). 5533
2. First Aid Boxes (Prescribed Standard) Order, 1957 Cap.126, vol. viii p. 5551.
3. Foods and Drugs Act 91990)
4. Public Health Law 1963 CAP 52 C & F Eastern Nigeria.
5. National Health Insurance Scheme Act (Act 35 of 1999)

SAFETY

1. Workmen Compensation Ac. 1987 Cap 470 Vol. xxiv p. 112667
2. Factories Act, 1087, Cap 126 Vol. VII P 5459
3. Factories (Registration Fees) etc. Regulations, 1991.
4. Mineral Oils (Safety) Regulations, 1991
5. Labour Act Cap. 198 Vol. X. P. 7418
6. Pension Reform Act of 2004
7. Nigerian Content Development (NCD) Act of 1999
8. Federal Road Safety Act/Highway code 2012

ENVIRONMENT

1. Federal Environment Protection Agency Act 1988, Cap. 165, Vol. ix p. 6303
2. Petroleum (Drilling & Prod.) (Amendment) Regulations 1991
3. National Environmental Protection (Effluent Limitation) Regulations 1991.
4. National Environmental Protection (Pollution and Abatement in Industries and Facilities Producing Waste) Regulation 1991.
5. National Environmental Protection (Management of Solid Hazardous Waste) Regulations. 1991 SI – 9.
6. National Guidelines and Standards for Environmental Pollution – Guidelines of 1991.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

SECURITY POLICY/STATEMENT

The company has a policy on security that covers all areas of operations. Security is paramount to the successful operation; hence, its importance cannot be over emphasized. Management shall ensure the following:

- Ensure the security of lives and company assets
- Company managing director is the chief security officer and takes responsibility accordingly
- Company security department is empowered to carry out security functions and reports to managing director
- Enforce strict access control on company offices and project sites
- Carry out safety and security inductions for new employees and visitors within company premises and project sites
- Provision and compliance with log-in & tag-out access control system, journey management control and staff/visitors' movement record book
- Provision of security plan for project with strict assessment of security risks to personnel and assets and mitigating measures in place.
- Provision of company identity card for staff and ensure usage while on duty for easy identification
- Company equipment are coded for easy identification and movement control.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

DESCRIPTION OF TEMILE DRUGS AND ALCOHOL POLICY

Menal Technical Services conducts its business with high level of sensitivity to drug abuse and alcohol at work place.

The abuse of drug and alcohol impair performance at work and can be a serious threat to health, safety, environment and productivity.

The company management wishes to ensure that all employees recognizes this threat and aims at countering its effect by minimizing the risks involved. In order to achieve this, the following policy will apply:

- There shall be pre-employment drug and alcohol/medical test for employee to ascertain their condition and state of health before engagement at Temile retainers hip clinics
- There shall be random drugs and alcohol test of personnel including drivers. This shall be championed by the managing director as a sign of leadership commitment.
- It is strictly prohibited for any employee to be at work whilst impaired by, or not fit for work as a result of drugs or alcohol consumption.
- **Type of test** shall be “caused drugs and alcohol test” on drivers who involves in accident as parts of the preliminary investigation process towards ascertaining immediate cause.
- **Frequency of test at random** shall be quarterly. That is drugs and alcohol test shall be done four times in a year
- **Test procedure** shall be at random and the test shall be carried out by Menal retainer ship clinics.
- No smoking policy shall be strictly observed along with drugs and alcohol policies during operations.
- There shall be random medical check-up on personnel targeting on detecting alcohol and drugs content in workers during work hours. This shall be done by the company medical officers and the erring staff shall be made to face management consequence.
- The illicit use, possession, distribution, or sales of illegal drugs on company business or work location is strictly prohibited.

The alcohol and drug policy in our company is in line with keeping to the legislations such as:

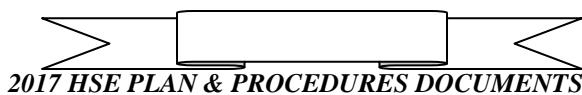
- Declaration of occupational Disease Notice, 1956 (Cap. 126). P.5533
- First Aid Boxes (Prescribed Standard) Order, 1957 (Cap. 126, vol. iii) p.5551)
- Food and Drugs Acts (1990)
- Public Health Law 1963 Cap. 52 C & F Eastern Nigeria

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

MENAL TECHNICAL SERVICES



Head Office-No.1, Queen Drive
Court four Road, Warri- Delta State
Tel: 07034076506
e-mail:menaltech@yahoo.com

ENVIRONMENTAL OBJECTIVES/TARGETS FOR 2017

S/N.	OBJECTIVES	TARGETS
1.	To improve, keep the environment in a clean and healthy condition. No environmental Pollution	100% target in all Menal operations in 2017
2.	To maintain a decent standard of living in our work environment by providing waste bins where wastes shall are deposited for collection and disposal.	100% target in all Menal operations in 2017
3.	To ensure that the natural ecological system in the area of operations is not affected by the company's activities.	100% target in all Menal operations in 2017
4.	To ensure that pollutants are not emitted into the environment in the course of our operations	Zero Pollution target. Pollutant will be reduced to As Low As Reasonably Practicable (ALARP) in accordance with Federal Ministry of Environment and DPR Standards during our operations this year 2017
5.	To carry out operations in alignment with objective of ISO-14001 (Environmental Management System-EMS)	All our operations for the year 2017 shall be ISO-14001 EMS compliant
6.	To carry out operations in an environment that is devoid of accident that may cause environmental degradation	All our operations in 2017 shall meet our clients/Menal standard and procedures to avoid accident that may lead to environmental degradation (Goal Zero target- No accident, No fatality, No LTI)
7.	To ensure the use of equipment whose rate of emission of green house gases are within DPR and Federal Ministry of Environment	For this year 2017, all equipment to be used by the company will meet our clients/Menal standard with third party certification. This is to avoid the emission of green house gases.
8.	To ensure that protected and productive trees are not cut down indiscriminately.	In all our operations, the company shall try as much as possible to ensure that protected and productive trees are not cut down indiscriminately/unnecessarily. If for any course that such tree are to be cut down, company shall try as much as possible to minimize it.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

TRANSPORTATION POLICY

This policy dwells on management of land transportation of personnel in Temile operations. All personnel are expected to comply with this policy.

- Menal Technical Services land transportation shall be subjected to a planned journey management by a designated journey manager.
- All journeys must be authorized by designated Menal journey authorizer. This authorizer could be project engineer, project manager, etc as the case may be assigned for such project.
- All land transportation must be accompanied with a journey management form which must be filled, read out to the driver and signed off by all relevant parties including journey manager, journey authorizer, and the driver.
- There shall be post trip assessment/feedback of every journey from the driver. This feedback is filled by the driver on the journey management form before returning copy back to the journey manager.
- There shall be journey monitor device install in project/operational vehicle such In-Vehicle-Monitoring-System (IVMS) or Astrata to record the behavior of the driver on the road while driving. This shall be decoded on monthly basis to evaluate driver's performance within the month. Going by the reports, well behaved drivers shall be rewarded and the erring drivers shall be punished.
- Drivers and passengers are expected to fasten seat belts when in the vehicle for operational journey
- No night driving shall be condoned. All journey must end by 6:00 pm
- No overloading of vehicles.
- All drivers are expected to be medically fit. The medical fitness of drivers shall be done in Menal retainers hip clinics with certificate.
- Driver must be competent. They must possess current National Drivers Licence (NDL). Their competency shall be enhanced through internal and external training opportunities
- Violation of land transportation rules shall not be taken with levity hands.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

DISCIPLINARY PROCEDURE

Menal has a well planned disciplinary procedure in place. This is anchored on “CONSEQUENT MANAGEMENT MATRIX”

The consequent management matrix is a well formulated matrix that carries various likely violations and their consequences.

The matrix was formulated and designed to suit Menal and clients operations in Land transportation, marine transportation, dredging, construction, piling, engineering civil, vehicle maintenance, among others.

The consequences ranges from first warning letter-second warning letter-third warning letter-suspension-dismissal depending on the violation. These are well stated in Menal consequent management matrix.

This matrix has been cascaded to workers during meetings and copies issued to them as well during inductions.

For more details-Get copy of Menal Consequent management matrix.

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JOSHUA EYEWU
MANAGING DIRECTOR
JANUARY 2017

SEAT BELT POLICY

Seat Belt protects the live of driver and other passengers in a vehicle. Having recognized this fact, the company has made it as parts of its HSE Policy that:

- Seat Belt is installed in all its project/Operation and private cars
- It is mandatory in all passengers must wear seat belt while in a vehicle.
- Driver shall not move a vehicle until all passengers have fastened their seat belts
- If the distance is too short for Seat Belts to be used, then walk.
- The vehicle seat belt shall be regularly inspected by driver of vehicle to ascertain its integrity before use
- Seat belts in the vehicle shall be regularly maintained and cleaned up by the driver of such vehicle to avoid dirt and stains when being used by the passengers
- Use of seat shall be preached and re-emphasized in every HSE contact with workers such as Pep-talk, HSE meeting, training, etc.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

DRIVING POLICY

1. Passengers/personnel shall wear Seat belt when they are in a vehicle/driving
2. Minimum requirement for driving shall be valid National Driving License (NDL).
3. Driver shall be medically fit before driving
4. Driver shall be free of alcohol or smoking before driving
5. Before embarking on any journey, the safety officer or Site Supervisor shall check if the safety requirements or the particular vehicle is in good condition.
6. The driver is in charge of the vehicle.
7. All vehicles used by Menal shall have valid Nigerian Motor License.
8. All vehicles used by Menal must have current Road Worthiness.
9. All vehicles used in our operations are expected to stop driving at 6pm, but when night falls, drivers are advised to pass the night at any CLIENT facility, Police station or Hotel.
10. Vehicles in Menal fleet are all insured.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

JOURNEY MANAGEMENT POLICY

Management of Menal shall implement this policy and support initiatives which further enhance performance.

- Journey manager as activity owner for logistics shall maintain company standard for land and water provide guidance for their implementation.
- All the journeys must be planned.
- The journey manager must authorize all journeys.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

LOCKOUT / TAG OUT (LOTO) PROGRAM FOR ISOLATION PROCESS

Menal values the lives of the personnel, consequently, deliberate efforts are being made to ensure the safety of workers. One of these steps is the Lockout / tag out system. This is a program put in place purposely for isolation. This is used mostly for electrical works and mechanical operations where maintenance, repairs, or installations are being carried out.

In Menal, the lockout /tag out system being used is padlock process (total seizure or removal) combined with information signs.

When a work is being carried out on electrical installations, the lockout is done on the control panel to avoid unauthorized operation. A tag (tag out) is also display on it to warn persons around.

Electrical fuse or control fuse is expected to be removed and kept safely. This prevent unwanted operation of the switch board/gear which could lead to electrocution or unwanted/sudden energising of the equipment/rotating parts which could lead to minor, major or fatality of innocent personnel/worker.

The LOTO program is cascaded to workforce via safety meetings, pep-talks, tool box talks and emergency drills. Workforce are also trained on LOTO program.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

GIFT RECEIVING AND HOSPITALITY POLICY

Management of Menal values hospitality as it serves as a gateway to reputation building and accomplishment of organizational goals. In the same vein, unnecessary gift collection could influence individual's decision and jeopardize business activities. Consequently, receiving gifts from Menal contractor and sub-contractor is prohibited.

HOSPITALITY POLICY

- ✓ Every worker is expected to be friendly and accomodating to colleagues, visitors, contractors, sub-contractors and clients. They should be given good courtesy and use polite language in the course of communication
- ✓ Every visitor is expected to pass through security and reception, log in their details with receptionist who also responsible to give direction as regards the need of the visitor
- ✓ Every visitor is expected to be polite and sit at the reception while waiting to be attended to by the receptionist
- ✓ Receptionist and other workers are expected to be polite to the visitors
- ✓ Visitors shall be given induction orientation as necessary especially as it relates to company businesses, safety practices, among others

RECEIVING OF GIFT

- ✓ No staff is expected to receive gift from visitors, contractors, sub-contractors and clients while on official duty
- ✓ Any non-official gift within the company premises to any individual is expected to be declared to the security personnel
- ✓ Any continuous inducement of personnel with gifts by the visitors, contractors, sub-contractors or client be reported to the management

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

WASTE DISPOSAL/MANAGEMENT PROCEDURE

Menal is committed to sustainable development and environmental protection. Effective waste management forms an integral part of our business operations. This waste management procedure is intended to cover all activities in Menal

WASTE DEFINITION

Waste is any inevitable / unwanted material generated in the course of operation that is not having need for immedioate use as a result must be disposed off in a controlled and environmentally friendly manner.

Menal management has taken the inventory of wastes being generated and are categorized as follow: Paper Waste, Plastic waste, used oil waste, Filters, etc.

Wastes management vendors approved by govenment were engaged for collection and management of temile waste. For example-Wood fending and block making industries are collecting our wastes for their use as raw materials in their industries.

WASTE MANAGEMENT PROCEDURE

1. Waste oil is being dump at a constructed bund wall containing tank of about five thousand litre capacity. The oil is evacuated periodically depending on the quantity by an approved contractor. This is accompanied with a waste consignment note.
2. Filter waste s are also being evacuated by the third party contractors for their immediate use.
3. Every other waste such as paper waste, plastic waste, etc. is having their designated/labeled waste drums. These wastes are treatment through incineration (burning) within the work premises with safety precautions in place.

Wastes from all our work sites are sent to the base for treatment apart from those that could be handled within work site e.g. landfill system.

In conclusion, the waste principles of re-use, reduce, recycle, and recover are all adopted in managing waste in Menal

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

NIGHT DRIVING POLICY

Night driving is prohibited in Menal land logistic operation.

Night starts from 7:00pm to 6:00am.

Vehicles are expected to be packed at a safe place/location when night falls.

All land logistics operations are expected to be planned, authorized and approved.

Consequent management shall be applied to violation of this policy.

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

EMERGENCY RESPONSE POLICY

It is Menal Policy to:

- ❖ Proactively implement a structured HSE management system that prevents emergencies;
- ❖ Manage all emergencies to enable restoration of normalcy within the shortest possible time frame.

Menal goal is to:

- ✓ Save life;
- ✓ Care for the injured
- ✓ Protect the environment
- ✓ Minimize damage to assets
- ✓ Defend the company's good corporate image and reputation
- ✓ Safely restore normal operations
- ✓ Learn from emergencies

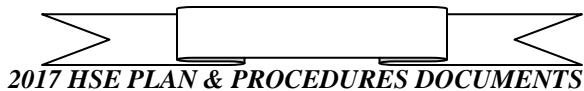
In pursuit of This policy, Menal shall:

- Set up appropriate response organization/team, facilities, procedures and competent personnel so that coordinated actions can be promptly taken to effectively manage the emergency
- Accord emergency response precedence over normal duty
- Maintain close liaison with government, industry, organization and other relevant stakeholders while resolving the emergency
- Assure availability of emergency response facilities and equipment at all times
- Accord maintenance of emergency response equipment high priority
- Conduct periodic drills to verify the effectiveness of emergency response systems
- Provide injured parties affected by emergencies arising from Menal's operation with appropriate medical attention until they are reasonably stable
- Menal shall require its contractors to manage emergencies in their operations in a manner that is consistent with this policy

JOSHUA EYEWU

MANAGING DIRECTOR

MENAL TECHNICAL SERVICES



JANUARY 2017

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FIRE EMERGENCY PROCEDURE

IF YOU DISCOVER A FIRE

1. RAISE THE ALARM:
Shout FIRE! FIRE! FIRE!!!
Activate alarm system
Call fire service: 08065356703 or 08035411633
Inform Supervisor/safety Officer/Fire wardens
2. EXTINGUISH FIRE:
Don't endanger yourself
Use nearest available fire equipment
3. EXIT BUILDING:
Leave building through nearest exit
Assemble at mustering point, take a roll call and wait for further instruction

IF YOU HEAR THE FIRE ALARM

1. LEAVE BUILDING:
Switch off electrical appliances (e.g Computers, Lights)
Leave room & Close door, don't Lock.
2. ASSEMBLE:
Proceed to mustering point
CAMLY BUT PURPOSELY
Assist fire Warden in roll call.

ROLE OF FIRE WARDEN

1. Report defects; Fire Alarm / Escape Routes
2. In case of fire:
 - Check building is clear
 - Perform roll call at muster point
 - Alert search party if persons missing
 - Activate alarm

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

MAN OVERBOARD EMERGENCY PROCEDURE

- ❖ Upon sighting a man overboard/fallen into water. Raise alarm man overboard!
Manoverboard!! Man overboard!!!
- ❖ Watch if the victim can swim to safety.
- ❖ If the victim could not, then organise a rescue team immediately
- ❖ Take note of the point of the over board, throw life saving apparatus with line to the victim
- ❖ Hold on safely to the line and drag the victim to safety. Let go if your life is in danger
- ❖ Do not jump into the river to save the victim.
- ❖ Inform site supervisor/safety officer
- ❖ Site nurse gives first Aid to the victim. Victim is evacuated to the nearby company retainership clinics (CAPITOL HILL Retainer ship Clinic located at 2 Omamofe Sillo Street, Off Etuwewe Street, Off Deco Road, P.o. Box 3467 Warri. Tel.: 053-255253, 053-323 226, 08028360918, 08037162448)

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

PROCEDURE FOR HANDLING INDUSTRIAL GAS CYLINDERS

As a guide, we must note the following:

- Handle the cylinder with caution
- Open and close valve slowly to avoid explosion
- Close valve immediately after use
- Leave residential Gas always to allow for congility
- Keep in upright position
- Store cylinders in cool and well ventilated area
- Cylinders should be properly clamped in either a cage or trolley.

PRECAUTIONS:

- Do not expose cylinders to heat, sparks, naked flame or electric
- Keep cylinders away from oil and Grease
- Stock away from combustible materials
- No smoking sign within vicinity of cylinders.

NOTE:

- Gases (Oxygen / Acetylene) must be
- Appropriately marked for easy identification in line with colour codes.
- Installation of blow-out (Spark Arrestor) to avoid carbon flash back.
- Gas duration period (i.e date tested OKAY and Expiry date) should be conspicuously displayed as safety guide.
- Above all, oxygen and acetylene should be parked separately.

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

PROCEDURE FOR LPG STORAGE

STORAGE

- LPG Bottle should be stored in upright position
- Storage area should be well ventilated
- Storage area should be kept away from direct heat
- Storage area should be quarantined
- Appropriate warning signs should be put in place
- Fire extinguishers should be available in strategic positions within reach.

HANDLE

- ✓ Use appropriate designated transportation for cylinder movement
- ✓ Vehicle used for transportation of cylinders must carry spark arrestors
- ✓ After work or break period, shut off cylinder and decompress hoses
- ✓ Appropriate PPES should be used during handling.

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

PROCEDURE FOR VULCANISING TYRES

- Identify vulcanizing area/tyre of a vehicle.
- Ensure the vehicle concerned is in good position (Leveled ground)
- Ascertain the fitness of tools/use the right tools for vulcanizing work.
- Put vehicle on gear and hand brake.
- Wedge the free tyre of the vehicle as a back up to the brakes before suspending the vehicle
- Slack the nuts of the tyre with required/correct wheel spanner/tool
- Position required jack on an identified solid area and jack up the vehicle.
- Support the suspended vehicle with axle stands.
- Do not leave a suspended vehicle on a jack alone, support it with axle stand.
- Do not work/carry out repairs under a suspended vehicle without enough support.
- Use tyre cage/guards while pressurizing/inserting pressure into the tyre
- Remove faulty tyre and amend/change
- Do not over-pressurized or under-pressurized tyre
- Do not remove or suspend four tyres of a vehicle at the same time except extremely necessary and must be properly supported
- Minimize exposure of vehicle under suspension to avoid incident
- Use correct tonnage jack to lift repair vehicle
- Ensure good housekeeping and dispose waste properly.

JOSHUA EYEWU
MANAGING DIRECTOR
JANUARY 2017

PROCEDURE FOR CHARGING DRY CELL BATTERIES IN THE WORKSHOP

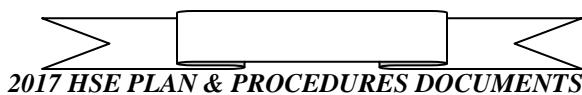
- ⊕ DO NOT SMOKE OR BRING NAKED FLAME TO BATTERIES ESPECIALLY DURING OR JUST AFTER CHARGING.
- ⊕ PLACE BATTERY ON WOODEN OBJECT, NOT ON BARE GROUND
- ⊕ REMOVE VENT SEAL ON THE SIDE OF THE BATTERY BEFORE CHARGING
- ⊕ SWITCH OFF CHARGER BEFORE CONNECTING THE BATTERY.
- ⊕ CONNECT CHARGER FIRMLY TO POSITIVE AND NEGATIVE TERMINALS ACCORDINGLY.
- ⊕ AFTER CHARGING, OFF THE CHARGER BEFORE DISCONNECTION TO AVOID EXPLOSION
- ⊕ AFTER CHARGING, LEAVE BATTERY FOR THIRTY MINUTES BEFORE FIXING IT INTO THE VEHICLE FOR USE
- ⊕ USE PPE DURING BATTERY CHARGING
- ⊕ OBSERVE INDICATOR ALWAYS ON THE DRY CELL BATTERY
- ⊕ WHITE INDICATOR MEANS CHARGING NECESSARY
- ⊕ RED INDICATOR MEANS REPLACE BATTERY
- ⊕ GREEN INDICATOR MEANS BATTERY IS IN GOOD CONDITION
- ⊕ STOP WORK WHEN IN DOUBT OR CONSIDERED NOT SAFE
- ⊕ CONSULT SHOC CARDS AVAILABLE FOR GUIDANCE

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

MENAL TECHNICAL SERVICES



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PROCEDURE FOR FILLING A VEHICLE WITH LUBE-OIL

S/N.	INSTRUCTION	ACTION PARTY
1	PLACE AN OIL CAN IN A DRIP TRAY	MECHANIC
2	POUR OIL FROM THE JERRY CAN INTO THE OIL CAN	MECHANIC
3	REMOVE THE OIL FILTER CAP ON THE VEHICLE. PLACE A SUITABLE TUNDISH IN THE FILL POINT AND POUR OIL INTO THE ENGINE FROM THE OIL CAN USING THE TUNDISH.	MECHANIC
4	USE SUFFICIENT OIL TO FILL THE ENGINE .CONSULT THE MANUFACTURERS DATA FOR THE AMOUNT REQUIRED. USE THE ENGINE DIP STICK TO DETERMINE THE EXACT AMOUNT NEEDED [FILL ONLY TO THE MARK ON THE DP STICK]. NOTE: AFTER THE INITIAL FILL THE ENGINE SHOULD BE RUN TO CIRCULATE THE OIL AND TO FILL THE OIL FILTER. THE LEVEL SHOULD THEN BE RECHECKED AND ADDITIONAL OIL ADDED AS NECESSARY.	MECHANIC
5	ANY SPILL ONTO THE ENGINE AND THE DIP STICK SHOULD BE WIPE USING RAG.THIS SHOULD BE THROWN INTO THE DUST BIN.	MECHANIC
6	ALWAYS MAKE USE OF SHOC CARDS FOR CHEMICALS SUCH AS LUBE OIL	MECHANIC

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JOSHUA EYEWU
MANAGING DIRECTOR
JANUARY 2017

QUARTERLY IN-HOUSE HSE TRAINING/REFRESHER COURSE PLAN
FOR 2017

MONTH	HSE TOPIC	TRAINER	CATEGORY OF STAFF	VENUE	DURATION
JANUARY FEBRUARY MARCH 2017	BASIC FIRST AID COURSE	SAFETY OFFICER	SELECTED STAFF	MENAL CONFERENCE HALL	1 DAY
APRIL MAY JUNE 2017	BASIC FIRE FIGHTING/ PREVENTION REFRESHER COURSE	SAFETY OFFICER	SELECTED STAFF	MENAL CONFERENCE HALL	1 DAY
JULY, AUGUST, SEPTEMBER 2017	BASIC JOURNEY MANAGEMENT REFRESHER COURSE	SAFETY OFFICER	SELECTED STAFF	MENAL CONFERENCE HALL	1 DAY
OCTOBER NOVEMBER DECEMBER 2017	BASIC ENVIRONMENTAL MANAGEMENT REFRESHER COURSE	SAFETY OFFICER	SELECTED STAFF	MENAL CONFERENCE HALL	1 DAY

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 JOSHUA EYEWU
 MANAGING DIRECTOR
 JANUARY 2017

EXTERNAL TRAINING/STAFF COMPETENCY DEVELOPMENT PLAN FOR 2017

TRAINING/COURSE	TARGET PERSONNEL	TARGET NOS.	TRAINING PERIOD	TRAINER	DURATION
COMPETENCE DEVELOPMENT TRAINING	DREDGE MASTERS & OPERATORS	SELECTED STAFF	1 ST QUARTER 2017	PEMO NIGERIA LIMITED/ NITRAMLAND	1 WEEK
SWIMMING /DDC TEST/TRAINING	SWAMP RELATED STAFF	SELECTED STAFF	1 ST QUARTER 2017	CLIENT BASE TRAINING	1 WEEK
COMPETENCE DEVELOPMENT TRAINING	DREDGE MASTERS & OPERATORS	SELECTED STAFF	2 ND QUARTER 2017	PEMO NIGERIA LIMITED/ NITRAMLAND	1 WEEK
SWIMMING /DDC TEST/TRAINING	SWAMP RELATED STAFF	SELECTED STAFF	2 ND QUARTER 2017	CLIENT BASE TRAINING	1 WEEK
FORKLIFT/ SELF LOADER/ PIPE HANDLER COMPETENCE TRAINING	DRIVERS & OPERATORS	SELECTED STAFF	3 RD QUARTER 2017	ENERGYRAY INTEGRATED SERVICES LIMITED	1 WEEK
HOISTING & LIFTING TRAINING	HOISTING & LIFTING SUPERVISORS	SELECTED STAFF	3 RD QUARTER 2017	ENERGYRAY INTEGRATED SERVICES LIMITED	1 WEEK
ISO 9001:2008 RE-CERTIFICATION TRAINING/PROCESS	E.A. TEMILE COMPANY	E.A. TEMILE COMPANY	3 RD QUARTER 2017	STANDARD ORGANIZATION OF NIGERIA	2 WEEKS
DESIGNATED FIRST AIDER (DFA) TRAINING	FIRST AIDER	SELECTED STAFF	4 TH QUARTER 2017	NIGERIAN RED CROSS SOCIETY	1 WEEK
HELICOPTER UNDERWATER ESCAPE TRAINING (HUET)	SWAMP RELATED STAFF	SELECTED STAFF	4 TH QUARTER 2017	LYM CONSULTS, WARRI	1 WEEK

JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

MONTHLY EMERGENCY DRILL PLAN FOR 2017

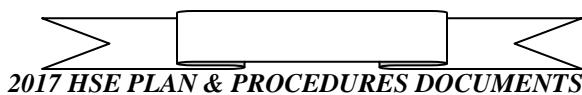
TYPE OF DRILL	DATE OF DRILL	DRILL FACILITATORS	DRILL PARTICIPANTS
MAN OVERBOARD	27/01/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL
FIRE OUTBREAK	27/02/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL
MILITANT ATTACK	29/03/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL
MAN OVERBOARD	28/04/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL
SPORADIC GUNSHOT	29/05/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL
ABANDONED SHIP	28/06/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL
MAN OVERBOARD	28/07/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL
FIRE DRILL	29/08/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL
MEDEVAC	28/09/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL
ELECTRIC SHOCK	27/10/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL
FALLING FROM HEIGHT	28/11/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL
FIRE DRILL	28/12/2017	MD/SAFETY OFFICER/SUPERVISOR	ALL PERSONNEL

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MANAGING DIRECTOR

JANUARY 2017

MENAL TECHNICAL SERVICES

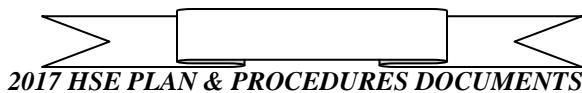


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MONTHLY HSE MEETING PLAN FOR 2017

DATE	TOPIC FOR DISCUSSION	PARTICIPANTS	DURATION	FACILITATORS
31-01-2017	REVIEW OF 2016 HSE PERFORMANCE, CASCADE OF MENAL HSE POLICY & KPI FOR 2017	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS
28-02-2017	CASCADE OF 12 LSR & THEIR APPLICATION IN MENAL OPERATION	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS
31-03-2017	REVIEW OF HSE PERFORMANCE FOR FIRST QUARTER-JAN-MARCH 2017	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS
28-04-2017	IMPORTANCE OF SHOC CARDS/MSDS IN MENAL OPERATION	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS
31-05-2017	IMPORTANCE OF INCIDENT REPORTING & INVESTIGATION IN MENAL OPERATION	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS
30-06-2017	REVIEW OF HSE PERFORMANCE FOR SECONG QUARTER-APRIL-JUNE 2017	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS
28-07-2017	SAFETY PRECAUTIONS IN CRANE/HIGH RISK OPERATION	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS
31-08-2017	PERSONAL PROTECTIVE EQUIPMENT (PPE) TYPES, IMPORTANCE & THEIR MAINTENANCE IN MENAL OPERATION	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS
29-09-2017	REVIEW OF HSE PERFORMANCE FOR THIRD QUARTER-JULY-SEPT. 2017	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS
31-10-2076	WASTE MANAGEMENT IN MENAL OPERATION	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS
30-11-2017	CAUSES OF ROAD ACCIDENT, PREVENTION & CONTROLS IN MENAL OPERATION	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS
29-12-2017	REVIEW OF HSE PERFORMANCE FOR FOURTH QUARTER-OCT.-DEC. 2017	ALL WORKERS	1 HOUR	MANAGING DIRECTOR/ MANAGERS/SUPERVISORS/ HSE OFFICERS

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JOSHUA EYEWU

MENAL TECHNICAL SERVICES

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MANAGING DIRECTOR

JANUARY 2017

MANAGEMENT QUARTERLY AUDIT/MFI PLAN/PROGRAM FOR 2017

TYPE OF AUDIT/MFI	AUDIT TEAM/FACILITATORS	AUDIT PERIOD	DURATION OF AUDIT
GENERAL/WORKSHOP/TOOLS/EQUIPMENT STATUS AUDIT/PROJECT SITE VISIT/INSPECTION	MANAGING DIRECTOR/MANAGERS/SUPERVISORS/HSE OFFICERS	JAN-MARCH 2017	1 DAY
GENERAL/PERSONAL PROTECTIVE EQUIPMENT (PPE) AUDIT/PROJECT SITE VISIT/INSPECTION	MANAGING DIRECTOR/MANAGERS/SUPERVISORS/HSE OFFICERS	APRIL-JUNE 2017	1 DAY
GENERAL/ENVIRONMENTAL/FACILITY AUDIT/PROJECT SITE VISIT/INSPECTION	MANAGING DIRECTOR/MANAGERS/SUPERVISORS/HSE OFFICERS	JULY-SEPT. 2017	1 DAY
REVIEW OF AUDIT ACTIONS & AUDIT CLOSE OUT STATUS FOR 2017	MANAGING DIRECTOR/MANAGERS/SUPERVISORS/HSE OFFICERS	OCT-DEC. 2017	1 DAY

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JOSHUA EYEWU

MANAGING DIRECTOR

JANUARY 2017

HSE DEPARTMENT
MONTHLY SAFETY SLOGAN SCHEDULE FOR 2017

S/N.	MONTH	SLOGAN	ORIGINATOR
1.	JANUARY 2017	SAFETY PAYS GOOD PROFIT	E. EWUOLA
2.	FEBRUARY 2017	UNSAFE WORK IS HAZARDOUS WORK	E. EWUOLA
3.	MARCH 2017	NO ACCIDENT, NO PAIN	E. EWUOLA
4.	APRIL 2017	TAKE HOME PAY, NOT PAIN	AJIRI AGATEMOR
5.	MAY 2017	DO NOT GIVE HOLIDAY TO SAFETY	JOSHUA EYEWU (MD)
6.	JUNE 2017	ACCIDENTS ARE CAUSED, PREVENT THEM	E. EWUOLA
7.	JULY 2017	SAFETY FIRST AND ALWAYS	E. EWUOLA
8.	AUGUST 2017	SAFETY IS A COLLECTIVE RESPONSIBILITY	AJIRI AGATEMOR
9.	SEPTEMBER 2017	THERE IS NO IGNORANT IN SAFETY, ACT SAFELY	E. EWUOLA
10.	OCTOBER 2017	MAKE SAFETY YOUR COMPANION ALWAYS	E. EWUOLA
11.	NOVEMBER 2017	THINK SAFETY, WORK SAFELY	E. EWUOLA
12.	DECEMBER 2017	YOU ARE THE BEST GIFT TO YOUR FAMILY	JOSUA EYEWU (MD)

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JOSHUA EYEWU
MANAGING DIRECTOR
JANUARY 2017

SHORT SERVICE EMPLOYEE (SSE) PROGRAM

Menal technical Services has Short Service Employees in her operation. These categories of persons are new to our operation in term of policies, procedures and programs and they may be having short duration or engagement with the company as the case may be.

Examples of such persons are: Industrial Training Students (IT), National Youth Service Corps (NYSC), Visitors, Newly employee staff/personnel, etc.

These set of persons need guidance , direction, coaching, induction, training as the case may be in order to bring them to the fore all “dos” and “don’ts” or tenets of operation as it is being done in Menal in order for them to work safely and productively without constituting hazards or risks to the entire company operations.

Firstly, Induction is compulsory and must be given to every newly employed staff/personnel or visitor to Menal operation. During this exercise, the person is taken through Menal policies, procedures and programs. Copies of Menal safety hand book, HSE policy and induction undertaking forms are issued.

Short Service Employees are given opportunity to participate in the pep-talks, tool box talks, safety meeting, Job hazard analysis development, training, seminars, among others.

METHOD OF IDENTIFICATION (SHORT SERVICE EMPLOYEE)- (SSE)

Means of identification is provided for Short Service Employee in Menal as follow:

- **RED HELMET:** Red helmet is issued to identify newly employed staff and visitors. Newly employed staff/personnel and visitors are expected to wear red helmet during operation. This is issued to him immediately after induction program and duration of this stage is three (3) months after which he changes the helmet to yellow. Short Service Employee is expected to be given adequate attention and mentored while working, he must be given low risk job roles, he must be peered with other experienced old staff to work, he must be guided at all times during operation, he must be given less task, he must not be left alone during operation, he must be allowed to ask questions for guidance, he must be made to undergo training and seminars, among others.

DURATION

Duration for using red helmet is by newly employees is three months. He is given Yellow helmet afterwards.

PERCENTAGE OF SHORT SERVICE EMPLOYEES (SSE) AMONG WORK FORCE

The ratio of SSE among work force is one ratio ten

OTHER IDENTIFICATION FOR OTHER CATEGORIES OF STAFF/PERSONNEL

- **YELLOW HELMET:** Yellow helmet is meant for experienced employees who have worked more than three (3) months, have mastered Menal HSSE-Ms and could work with less supervision.
- **GREEN HELMET:** Green helmet is meant for Menal foremen at work place. Personnel use green helmet to identify foreman during operation.
- **WHITE HELMET:** White helmet is meant to identify supervisors and managers at Menal operation. Supervisors, site engineers, project managers and directors are expected to wear white helmet during operation or Management Facility Inspections/Audits.

JOSHUA EYEWU

MANAGING DIRECTOR

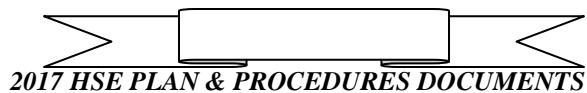


HEARING CONSERVATION PROGRAM

The management of Menal is concerned with welfare and safety of personnel. As Personnel carry out operations, they are expected to protect or conserve their hearing system from unwanted noise of equipment which could bring about deafness and other health challenges. To prevent these unpleasant situations, management put the procedures and programs in place.

- Pre-employment hearing medical examination of personnel to ascertain their fitness
- Annual medical fitness of staff on hearing conservation. This include hearing conservation check-up at Menal approved retainer ship clinics with certificate of Fitness
- Compulsory use of PPEs most especially ear defenders such as ear-muff or ear plug during noisy operation. Workers are expected to be issued ear defenders periodically. These ear defenders (ear-muff/ear plug) are adequately used by wearing to cover or plug or block the hearing system thereby preventing ear from receiving unwanted noise.
- Induction of visitors and new staff on use of ear defenders and hearing conservation program
- Ear defenders are placed at the entrance to any equipment such as dredgers, welding machines, pay loaders, bulldozers, swamp buggies, etc. Operators and visitors are made to wear them before proceeding for operation or inspection.
- Job rotation option is encouraged in a noisy work environment. Personnel is allowed to run shift in order minimize exposure to noise. Notwithstanding, ear defender must be worn
- Provision and availability of warning signs or information signs about noisy environment and need for use of hearing conservation aids such as ear muff/ear plug/ear defenders.
- Engagement of staff on need for conserving their hearing system. This is done during pep-talks, safety meetings among others.
- Training of staff on job competency, health management, etc towards their well being and effective production.
- Periodic conduct of “Reach out” BBS observation program on personnel to monitor their compliance with hearing conservation program, etc.
- Periodic reward/motivation program for personnel in operation

MENAL TECHNICAL SERVICES



2017 HSE PLAN & PROCEDURES DOCUMENTS

MANAGING DIRECTOR

JANUARY 2017

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