



GUIDELINES - HEALTH, SAFETY AND ENVIRONMENT (HSE)

1. **Prelude**

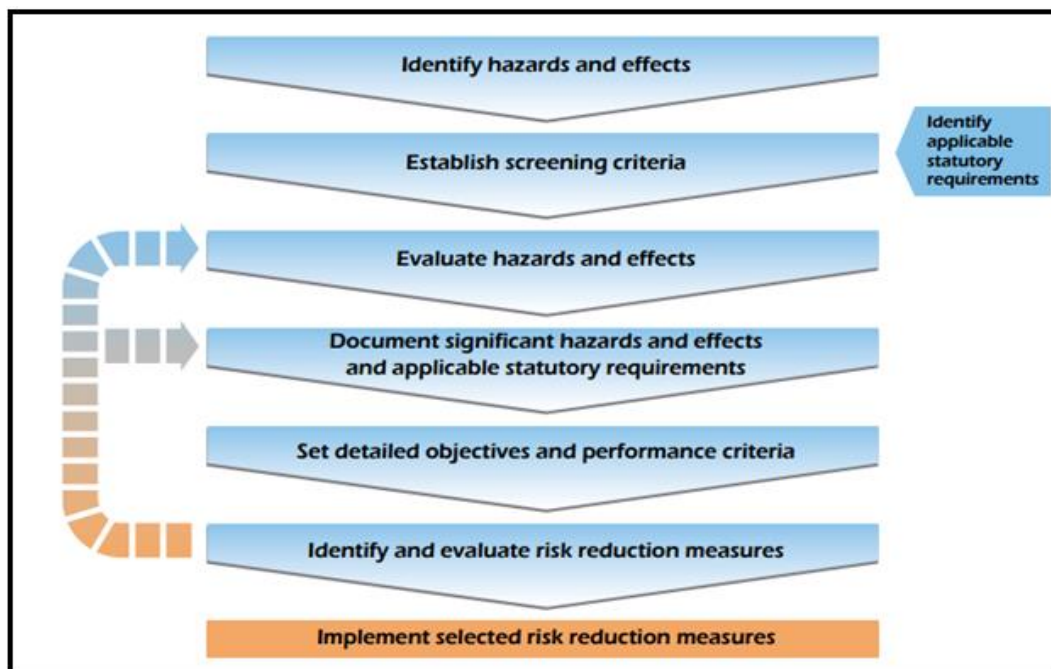
- a. Protecting employees, customers, public at large and maintaining safe and amiable environment is accorded core value at GO. It is considered that no business objective can take priority over health and safety and safe completion of tasks, regardless of the level of urgency or importance. Health, Safety and Environment Management System at GO is thus centered around *Commitment* at all levels.
- b. Presently, “Security” function is dealt under “Security & Vigilance Dept”, which should ideally be under the HSSE ambit. Portfolio of “Security” may gradually be grouped with HSE and Dept shall eventually be referred as HSSE. However, these guidelines shall primarily focus on the HSE.

2. **Importance of Health Safety and Environment (HSE)**

- a. Health, Safety and Environment are separate issues, but these are combined in the same functional group in OMCs. Therefore, these aspects are of paramount importance to the Petroleum Industry and adherence to the HSE guidelines is a “MUST” requirement worldwide.
- b. Essence of HSE is to pre-empt, evaluate and manage safety culture among the employees.
- c. HSE determines the system of multiple defenses that an organization makes and maintains to guard against injuries to its employees and damage to its property.



- d. It is fundamental to have and implement a Health, Safety and Environmental Management System (HSEMS) that defines the principles by which operations are conducted and controlled.
- e. Risks in the “Industry Cycle” are explained below:-



3. Delineation - HSE Components

a. Health

- (1) Covers well-being of employees.
- (2) Deals with the conduct of activities to avoid any type of harm to the health of employees, contractors, dealers and others dealing with GO.
- (3) Focuses on the effects of oil field chemicals and physical environment on employees.



b. **Safety**

- (1) Focuses on protecting employees, contractors, dealers and Third Parties from any type of risk involved during operations and all duties at GO.
- (2) Actively promotes amongst all those associated with their activities, high standards of safety consciousness and discipline.
- (3) Seeks to minimize risks and monitor effectiveness of undertaken activities to ensure safety.

c. **Environment**

- (1) Progressive reduction of emissions, effluents and discharges of waste materials that are known to have a negative impact on the environment, with an ultimate aim of eliminating them at all GO locations; including, Terminals, Depots and Retail Outlets.
- (2) Provides products and services that would not cause injury or undue effects on the environment.
- (3) Promotes protection of environment, while complying with Govt agencies like EPA and others, which may be affected by the development of Petroleum activities and seek continuous improvement in efficiency of use of Natural Resources and Energy.

4. **Requirement to Have HSE Department in GO.** HSE Dept is required in GO to ensure that all incidents and accidents are promptly reported, timely investigated and their outcome is shared as “learning” with all other depts. It would manage activities to anticipate and prevent circumstances that might result in fire safety, occupational health and adverse environmental impacts during the course of performing business activities.



5. **Mandate of HSE Dept**

- a. Formulation of policies, procedures and work instructions related to all facets of operational and business activities of the Company.
- b. Be responsible to “Stop” operations in case any of the HSE aspect is not being complied. Also, be responsible to allow “Commencement” of operations after the compliance.
- c. Monitor adherence to the issued policies and procedures.
- d. Setting HSE targets (KPIs).
- e. Monitor and Report results achieved against targets set for HSE KPIs.
- f. Preparation of HSE Reports related to the Company Operations, Statutory and Share Holders requirements.
- g. Assess HSE matters before entering into new activities and reassessment in case of significant change(s) in the circumstances.
- h. Recognize/ ascertain concerns of shareholders, employees and society on HSE matters and provide relevant information and discuss with them related Company policies, procedures and practices.
- i. Occupational Health and Safety issues should be considered as part of a comprehensive hazard and risk assessment, including, for example, a Hazard Identification (HAZID), Hazard and Operability (HAZOP), or other risk assessment studies.

6. **Functions of HSE Dept**

- a. Understand and ensure that the implications and duties imposed by Statutory Instruments, HSE Policy and Codes of Practice are brought to the attention/ notice of the Management.
- b. Liaise with other HoDs with respect to inspections, audits, report recommendations, shareholder(s) and statutory requirements.
- c. Ensure adequate training and that HSE culture is encouraged amongst all employees.



- d. Develop and maintain contingency procedures to minimize harm from any accident(s).
- e. Work with Govt and other institution(s) in the development of improved regulations and industry standards that relate to HSE matters.
- f. Conduct or support research in improving HSE aspects of the Company products, processes and operations.
- g. Ensure that effective communication exists between the employer and employees.

7. **Objectives**

a. **Short Term**

- (1) Seek accurate detail of all Near Miss Incidents, Incidents and Accidents.
- (2) Report incidents and accidents to the appropriate level.
- (3) Compilation of Monthly Incident Reports and presenting HSE matters in MMR.
- (4) Assist in the investigation of all incidents.
- (5) Prepare Quarterly HSE Board Presentation.
- (6) Prepare Quarterly HSE KPIs sheet for Business Partners.
- (7) Encourage all Functions/ Depts to report NMiss Incidents.
- (8) Ensure completion of Incident Investigation Report(s) (IIR) and share lessons learnt with all Depts.
- (9) Represent the Company in HSE sub-committee of OCAC.
- (10) Report all reportable incidents to OGRA after the Management's approval.

b. **Mid Term**

- (1) Develop and improve HSE procedures and policies.
- (2) Perform HSE Gap Analysis of all functions and recommend action plans to the Management on identified gaps.
- (3) Carry out HSE Audit of all functions in the Company.



c. **Long Term**

- (1) Strive to make GO as an “Accident and Incident Free Organization”.
- (2) Make GO a fully HSE Compliant Company with all applicable rules and regulations as mandated by OGRA, Environmental Protection Agency(ies) and Legislations formed under National Environment Quality Standards (NEQS).

8. **Organogram**. Annex A.

9. **Job Descriptions**

a. **Deputy General Manager/ Senior Manager**

- (1) Advise the Management (CEO/ COO) on all HSE matters to ensure compliance with statutory obligations.
- (2) Comprehend and implement HSE Policy and related procedures/ work instructions issued from time to time.
- (3) Prepare and implement policies, procedures and work instructions related to Company Operations in line with the HSE Policy.
- (4) Conduct Risk Assessments on activities within HSE Dept, ensuring that, methods and systems of the work are safe and in compliance with the rules and regulations.
- (5) Issue written instructions on work methodology outlining potential hazards/ precautions and ensure their compliance.
- (6) Ensure all employees and contractors are suitably trained.
- (7) Ensure licenses/ certificates of competence are valid and enforced.
- (8) Ensure all new employees in the Company are given copy of the Policy Statement.
- (9) Conduct Health and Safety inspections and prepare reports of all the Company’s operations.
- (10) Carry out investigations and record findings of Near Miss, Incident(s) and Accident(s).



- (11) “Hot” and “Cold” work within GO premises shall only commence after the issuance of ‘Hot’ or ‘Cold’ Permit. All requirements shall have to be complied before any work is undertaken.
- (12) Prepare and present HSE presentation for the Monthly Management Review Meeting.

b. **HSE Manager/ Assistant Manager**

- (1) Assist the HoD in compliance of HSE policy.
- (2) Consult and cooperate with HSE Coordinators and employees of the Company on Health and Safety.
- (3) Ensure Safety and Health of employees working at all Depots/ Terminals, by providing guidance and necessary equipment so that employees are not exposed to hazards.
- (4) Issue instructions to the Depots/ Terminals Staff on hazards, risks and training them to work safely.
- (5) Assist HoD in conducting Risk(s) Assessment(s).
- (6) Ensure all Near Miss Incidents, Incident(s) and Accident(s) reporting procedures are followed. Also, assist HSE Coordinators for incident(s)/ accident(s) investigation(s).
- (7) Conduct HSE audits at Operational Locations and Transport Facilities.
- (8) “Hot” and “Cold” work within GO premises shall only commence after the issuance of ‘Hot’ or ‘Cold’ Permit. All requirements shall have to be complied before any work is undertaken.

c. **HSE Officer/ Executive**

- (1) Assist HoD in preparing and implementing HSE policy and procedure(s).
- (2) Liaise with HSE Coordinators for timely reporting of incident(s)/ accident(s) and ensure corrective action.
- (3) Assist HoD in conducting Safety Audits at Depots/ Terminals and Transport Facilities.



- (4) Maintain record of HSE audits and daily/ monthly reports.
- (5) “Hot” and “Cold” work within GO premises shall only commence after the issuance of ‘Hot’ or ‘Cold’ Permit. All requirements shall have to be complied before any work is undertaken.

10. **Reporting System**

- a. HSSE Coordinator from Retail shall be responsible for reporting all Near Miss Incidents, Incidents and Accidents that take place at Retail Outlets or elsewhere in the Retail Business. All incidents relating Lubricants Business shall also be reported.
- b. HSE Coordinator from Logistics Dept shall be responsible to report for any incident/ accident that occur during primary/ secondary movement of the transport fleet.
- c. HSE Coordinator(s) from Security and Vigilance Dept shall report all occurrences in the Company on timely basis that has any impact on HSE practices of the Company.
- d. HSSE Coordinators from Operations Dept across all Depots/ Terminals shall be responsible to report any incident/ accident that occur in their respective Depots/ Terminals.
- e. HSE Coordinator at Head Office and Regional Office(s) shall be responsible to report and coordinate for implementation of ‘Best HSE Practices’ at workplace.
- f. **Timelines for Reporting the Occurrences**
 - (1) **Near Miss Incidents.** *On daily basis* with sharing of learnings.
 - (2) **Incident.** Initial report to be *shared immediately* after the incident, followed by comprehensive report within 2 x days.
 - (3) **Accident.** Initial report to be *shared immediately* after the accident, followed by comprehensive report within 3 x days.

11. For compliance, please.