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VISITOR HSE ORIENTATION

Project No: ABC

REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS

PREPARED BY:	REVIEWED BY:	APPROVED BY:

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1.0. RESPONSIBILITIES

- Comply with instructions.
- Take care of your own safety; make sure the way you do your work doesn't affect other peoples' safety.
- Follow all site rules.
- Familiarize yourself with the task at hand; if unsure, ask your work group leader.
- Be supervised at all times.
- Correct or report to your supervisor any hazards or dangerous situations that you may identify in the workplace.
- Immediately report any near-miss situations (using the Incident Investigation Report).
- Immediately report all injuries to your supervisor.
- Immediately report all damage.
- Take notice of, and comply with, all warning and advisory signs (supervisor to show attendee samples of mandatory and advisory signs).
- Do not enter any work areas without approval or without being accompanied.
- Do not take any photographs without prior project approval.

2.0. PERSONAL PROTECTIVE EQUIPMENT

Listed below are the minimum site requirements and the required site-specific personal protective equipment (PPE):

2.1. Clothing

- To reduce the risk of skin damage, abrasions, and cuts, the minimum site safety-clothing requirement consists of a sleeved and collared shirt, long trousers or overalls, and substantial protective footwear. (Supervisor to verify attendee has protective clothing and equipment.)
- A hard hat will be worn in all site areas except lunchrooms, offices, and toilet blocks.
- To reduce the risk of skin cancer and dermatitis, the use of sunscreen and barrier cream along with wide safety helmet brims are recommended (supervisor to show attendee where to obtain sunscreen and barrier cream)
- Gloves will be supplied and must be used where appropriate (such as welding, using hazardous substances, and handling sharp or rough materials).

2.2. Eye Protection

- With the exception of lunchrooms and offices, approved safety glasses with side shields must be worn at all times while on site.
- In addition to safety glasses, appropriate full-face shields or mono-goggles must be worn when grinding, welding, using abrasive disc-type drop saws, etc.

2.3. Hearing Protection

- Earmuffs or earplugs must be worn in sign-posted areas, around noisy machinery and equipment, or when undertaking noisy tasks such as grinding, and using pneumatic tools.

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2.4. Respiratory Protection

- Specific respirators must be worn around dust, welding fume, coatings, paint, and other relevant solvents and airborne contaminants.
- Exhaust fan extraction units must be used where available and appropriate.

3.0. FIRST AID/INJURY CARE

- You must know the location of the first-aid facility or the emergency contact number for the first-aid facility, and how to obtain first aid (supervisor to show attendee where the first-aid facility is located)
- Notify the first-aid facility or first-aid provider of all injuries no matter how minor (supervisor to explain to attendee how to report injuries)
- Notify your supervisor of all injuries no matter how minor (supervisor to show attendee the Incident Investigation Report and discuss with them how it is to be used)

If you are on any medication, you must notify your Safety HSE Representative or supervisor and the onsite first-aid provider for emergency purposes.

4.0. EMERGENCIES

Report emergencies immediately. Remain at the site if safe to do so.

4.1. Emergency Phone Numbers

- For critical, immediate emergency assistance, dial 000-0000.
- Project Management and other relevant emergency contact numbers should be known or accessible.

4.2. Emergency Message

- The emergency message should contain:
- Your name
- Nature of the emergency (injury, fire, environmental, equipment failure)
- Location (give as much information as possible - be specific)
- Number of persons injured and types of injury (if known)

Note: Do not hang up until instructed to do so; remain at the site (unless it is unsafe to do so).

4.3. Emergency Evacuation

- Site emergency alarms, their relevance, and when they are tested, if applicable.
- Emergency evacuation procedure and all primary evacuation assembly areas. Movements may change with prevailing winds.
- Final decision as to the direction is at the Site Manager's discretion.

4.4. Fire

Before work commences, know the location of fire-fighting equipment in your work area (supervisor to point out).

In the event of a fire:

- Raise the alarm
- If properly trained and it is safe to do so, attempt to fight the fire
- Contact the Site Manager or the HSE Representative to explain the circumstances
- Be available for any follow-up or incident investigation

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5.0. EQUIPMENT AND PROCEDURES

- At all times personnel, will work in a safe manner with due care and diligence so as to reduce the risk of injury and damage.
- Equipment with an Out of Service tag attached will not be used.
- Report faulty or suspect equipment to supervisor.
- Do not interfere with or alter in any way, any safety device.
- At all times comply with correct manual handling techniques, as well as other site-specific safe work practices.

6.0. ACCESS RESTRICTIONS

- Visitors must be accompanied at all times by an employee who has successfully completed orientation training.
- Minimize unauthorized personnel within the work area.
- Unauthorized personnel found in the area are to be removed immediately.
- Contractors required to work on site must report to Project administration before proceeding on site and gain specific approval to work.
- Always walk within designated walkways. When moving throughout the site area, always exercise extreme caution and give way to all vehicles, plant, and machinery (supervisor to show restricted areas)
- Only authorized personnel accompanied by a supervisor are permitted entry to "Restricted Access" or "Authorized Entry" areas.

7.0. VISITOR VEHICLE USE

- Visitors are not permitted to drive or operate a vehicle or equipment/plant on the project/site at any time.
- Visitors driving to the project/site must stay on designated roads.
- When driving to project/site, the speed limits for all vehicles, plant, and machinery are as sign-posted/regulated.
- Passengers are not allowed in any vehicle, plant, or machinery unless there is a proper seat and seat belt for them.
- Personnel must wear seatbelts at all time while in a vehicle.
- Use of cell phones while driving is discouraged.
- On arrival at the project/site, visitors report to the Security gate and wait to be escorted to the designated office.
- After arrival, visitors will be trained immediately.

8.0. ENVIRONMENTAL PROTECTION

- It is the responsibility of all personnel to comply with the current environmental protection legislation, regulations, and environmental protection authority rules.
- Dumping of rubbish, unused oils, greases, or parts is not permitted. General rubbish will be disposed by an independent contractor. Oil and grease disposal will be transported and stored at the hydrocarbon storage facility.
- In the case of any contamination, the supervisor will be notified immediately.
- Recycling and proper storage of waste wood, oil, scrap metal, and paper are required at all times (supervisor to show location of recycle bins).

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9.0. REPORTING OF INCIDENTS OR HAZARDS

- If you identify a hazard on site, correct it if possible and/or report it to your immediate supervisor.
- All incidents or near misses must be reported to your immediate supervisor.
- All reported incidents and near misses will be investigated and corrective action carried out.
- All machinery failure.
- When required, the supervisor will complete an Incident Investigation Report and forward it to the Site HSE Representative for review.

10.0. GENERAL BEHAVIOR

- Personnel under the influence of alcohol or illegal drugs will not be allowed to remain on site.
- Firearms, pets, fighting, gambling, or horseplay are all prohibited on site.
- Amenities are for all to use and enjoy. Destruction and vandalism will not be tolerated and will lead to disciplinary action.
- Private vehicles or motor bikes are not allowed.

11.0. DISCRIMINATION AND HARRASSMENT

- Discrimination or harassment of any kind will not be tolerated.
- Racial slurs are not permitted. Certain behavior or jokes may not be appreciated or even understood by some personnel. Care must be taken not to offend.
- Discriminatory or explicitly offensive material must not be displayed.
- Sexual gestures or harassment are not permitted.
- Report any perceived harassment or discrimination to your supervisor.

12.0. ACHIEVING WORLD'S BEST PRACTICE

- Be actively involved in work planning, safety meetings, and training.
- Always look for an opportunity to improve the work methods, reduce hazard, and minimize costs.
- Recognize and acknowledge good work performances.

13.0. VISITOR IDENTIFICATION

- Visitors on site will be required to attend a Visitor HSE Orientation before entry.
- Visitors will be required to report to the project/site office upon arrival.
- Visitors will be required to sign the register and wear an identification badge at all times while on site.

Visitors will wear a specific colored hard hat and/or a designated visitor's high-visibility vest that will clearly identify them as being a visitor.