



**DIMENSION BID**

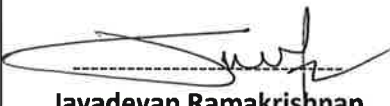


WIRELINE INTERVENTION | PERFORATION SERVICES

# PERSONAL SAFETY PROCEDURE

## DBSB-HSSE-01

**“SAFETY BEGINS WITH YOU”**

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HSSE-MS	PERSONAL SAFETY PROCEDURE	DBSB-HSSE-01	
		Rev.03	2016

### AMENDMENT RECORDS

This sheet will record all amendment of this Procedure. All particulars of the amendment shall be stated clearly. The HSSE Department of **DIMENSION BID (M) SDN BHD** shall be responsible for the maintenance and update of this record sheet.

CLASSIFICATION	DATE	REVISION PART	REASON/PURPOSE OF REVISION
Original Issue	25/06/2012	Establishment of procedure	Nil
Revision 1	08/01/2014	• Cover	• Organization restructure
Revision 2	01/12/2014	• Cover & Page 4	• Organization restructure & added Forklift Operations & Environment Protection
Revision 3	07/10/2016	• Cover & Info	• Converted the documents from Personal Safety to Personal Safety Procedure – All info changed.

HSSE-MS	PERSONAL SAFETY PROCEDURE	DBSB-HSE-01	
		Rev.03	2016

The purpose of this procedure is to assist all segments and departments in developing and implementing the “**Personal Safety Procedure**” element of their health and safety management system.

### **Safe Work Practices**

Safe Work Practices (SWP), are a set of guidelines or “Do’s and Don’ts” on how to perform a specific task that may not always be done in the same way and should be developed to mitigate hazards that have been identified through the hazard identification process.

Each employee should know, understand and follow all of the Safe Work Practices that pertain to their specific work tasks. Training should be performed in any area that the supervisor and/or employees deems appropriate to ensure competency. Training should include a theoretical and practical component. A formal review of all SWP’s, related to the employee’s work tasks, and should be performed on an annual basis.

### **Safe Job Procedure**

A Safe Job Procedure (SJP) is a written, specific step-by-step description of how to complete a job safely and efficiently from start to finish. It is a means of mitigating hazards once they have been identified. SJP’s should be developed using the Job Hazard Analysis process and implementation and training should be provided for high priority hazards that have been identified through the hazard identification process.

Each employee should know, understand and follow all of the SJP that pertain to their specific work tasks. Training should be performed in any area that the supervisor and/or employee deems appropriate to ensure competency. Training should include a theoretical and practical component. A formal review of all SWP’s, related to the employee’s work tasks, and should be performed on an annual basis.

### **Personal Safety in the workplace**

As a business owner DIMENSION BID (M) SDN BHD are legally responsible for making sure the workplace is safe for the employees.

**DIMENSION BID (M) SDN BHD** have implemented safe work systems including incident reporting and support and train all employees in workplace personal safety so that every employee knows what to do in the event of an accident or any unsafe act, unsafe condition and Near Misses happen.

To ensure the long-term safety of the employees, **DIMENSION BID (M) SDN BHD** have come up with Risk Management Assessment, where the employees are able to identify safety risks and develop a management plan to minimize them.

HSSE-MS	PERSONAL SAFETY PROCEDURE	DBSB-HSSE-01	
		Rev.03	2016

**DIMENSION BID (M) SDN BHD** also have a personal safety continuity plan in order to make sure the business stays up and running even in the event of personal safety breach.

### **Employees Responsibility**

#### **Rules**

All employees of **DIMENSION BID (M) SDN BHD** is compulsory to obey all of the safety rules and safety requirements that have been set by **DIMENSION BID (M) SDN BHD**. In case where the rules and requirements may not fit the work situation, this must be immediately reported to HSSE Department, Field Service Manager and Location Base Manager for determine alternate control and measures.

#### **Stopping Unsafe Act**

All employees shall stop any unsafe act that he/she observes during work (applied offshore/onshore) and must be immediately report through UCUA card.

#### **Permit To Work Precautions**

When employees carry out any work (offshore & onshore), all employees are advised to be aware of any precautions which have been seen specified on the Permit To Work and if he/she is unsure on any matters, employees are advice to seek clarifications from his supervisor. Please refer to **DBSB-HSSE-21 Permit to Work Procedure**

#### **Wearing Personal Protective Equipment's (PPE)**

All employees shall ensure that he/she shall wear the correct PPE required for the task undertakes.

#### **Safety Suggestion**

All employees are suggest to be actively involved in the safety of every work site and shall suggest changes to improve safety if he/she identifies anything or work practice which have potential to change **DIMENSION BID (M) SDN BHD** safety performance.

#### **Hazard Identifications, Hazard Hunt, UCUA, Stop Card & ACT Card**

All employees are required to immediately report all unsafe performance which can lead to hazards to his/her immediate supervisor or to location HSSE Officers.

#### **Incident Reporting**

All incidents including Near Misses observed by or happening to each individual shall be reported to the immediate supervisor or to location HSSE Officers by the fastest available means.

HSSE-MS	PERSONAL SAFETY PROCEDURE	DBSB-HSSE-01	
		Rev.03	2016

### **Safety Rules**

Safety rules are designed to set the boundaries for work. Its spell out the minimum requirements to all the employees to follow to ensure for safe work.

### **Personal Protective Equipment (PPE)**

All employees are strictly follow to the PPE requirements which have been set by the company and clients.

Refer to **DBSB-HSSE-02 Personal Protective Equipment Procedure**.

### **Safety Passports & Competency Cards**

A valid Safety Passport & Competency Cards which provided by client is required to be carry along when employees travel to offshore work locations as assigned by client.

### **Accident Prevention**

All employees, employer, suppliers and contractors has an obligation to prevent any safety incidents by observing the following:

1. Wearing the correct Personal Protective Equipment.
2. Utilizing the correct appropriate Personal Protective Equipment.
3. Employing safe working cultural/practices & follow all work relevant procedures.
4. Always keep the work area clean & tidy.
5. Utilize the correct tools for the right jobs.
6. Always read through the Job Safety Analysis.
7. Ensure that you don't put yourself in a risk and ASK in you are doubt.
8. Follow Company and clients established safety regulation/practices & procedures.
9. Always follow client's Life Savings Rules & Golden Rules.
10. Report or STOP THE JOB if you notice any unsafe act.

### **Horseplay**

Horseplay, fighting or practical jokes are strictly prohibited as they may lead to safety incidents. These actions or activities may lead to disciplinary action.

### **Riding on Equipment**

No employees shall ride on any piece of equipment unless he/she is occupying a seat designated for such a purpose and is specially trained in the operation of that piece of equipment.

### **Fighting**

Fighting will not be tolerated at any time by any employees with co-workers, supervisors, managers, visitors, suppliers, clients and contractors. Any employees caught fighting will be subject to immediate action by top management.

HSSE-MS	PERSONAL SAFETY PROCEDURE	DBSB-HSSE-01	
		Rev.03	2016

### **Working Alone**

When it is necessary for the employees to work alone, the employees should ensure that his/her immediate supervisor is aware of his/her location, activities and time of work completion. When working alone employees should keep contact with supervisor and should try to communicate. Always aware of the emergency exits and access ways to and from the work location.

### **House keeping**

All employees are strictly involve in house-keeping that organize by the HSSE Department. Good housekeeping is fundamental to safety. All employees are fully responsible to ensure their work area clean and tidy.

### **Flammable & Hazardous Materials**

All flammable materials need to be store in proper designated area, clean up spillage area immediately, spillage area must be barricade till the spill properly clean and use proper waste disposal bins and containers. Always keep combustible materials such as oil-soaked rags and waste in proper metal containers. Do not use flammable liquids such as gasoline, benzene, naphtha, paint thinner, etc. for cleaning purpose.

### **Drug & Alcohol (D&A)**

Alcoholic beverages and drinks are strictly prohibited on all **DIMENSION BID (M) SDN BHD** facilities. Drug and other substance abuse than which have been medically prescribe or are publicly available patent medicines are prohibited at or on all **DIMENSION BID (M) SDN BHD** facilities. Any activities related to Drug & Alcohol may lead to disciplinary action and termination.

### **Random Drug & Alcohol test**

**DIMENSION BID (M) SDN BHD** from time to time will conduct random D&A test to all employees, selected employees cannot refuse the required test.  
Refer to **DBSB-HSSE-18 Drug, Alcohol & Contraband Procedure**

### **Work Permits**

All work other than routine work especially the Hot Work is required to have Permit to Work and be authorized by **DIMENSION BID (M) SDN BHD** Internal Work Permit and Client's Permit to Work system. All offshore supervisor and crews are strictly to follow client's Permit to Work requirements at offshore.  
Refer to **DBSB-HSSE-21 Permit to Work Procedure**

HSSE-MS	PERSONAL SAFETY PROCEDURE	DBSB-HSSE-01	
		Rev.03	2016

### **Material Handling**

Keep your hands and body away from pinch points and from between moving objects. Never stand under the suspended or hanging loads or walk under or across suspended or hanging loads. When manual lifting, remember to bend your knees and lift with your legs rather than using the force by your back spine.

Refer to **DBSB-HSSE-06 Material Handling & Storage Procedure**

### **Electrical Safety**

No employees other than authorized, qualified & certified electrician contractors person shall repair, relocate, dismantle, alter or modify any electrical equipment's, electrical panels, switch boxes or any type devices that supplying electricity. Always make sure all internal electrical equipment are away from water.

Refer to **DBSB-HSSE-04 Electrical Safety Procedure**

### **Tools & Equipment's**

All working tools shall be kept in an orderly fashion on the tool bench, rack, toolbox, containers or storage so that it can be easily access and used when needed. Any tools founds defective must be reported, repaired or replaced with the proper tools. No any modified tools use at working site without knowledge from supervisor and managers. Use only the right tools for the right jobs and all tools must be only used for the purpose for which it were designed. When using hand tools, always take the following safety precautions as below:

1. Use the right tool for the right job.
2. Check the tool before using it. Don't use broken or damaged tools.
3. Carry tools securely in a tool belt or box.
4. Make sure your grip and footing are secure when using larger tools.
5. Pass a tool to another employees by the handle, never toss it to them.
6. Store tools properly when you finish or stop work.

Refer to **DBSB-HSSE-08 Hand Tools. Powered Tools Sand Equipments Procedure**

### **Mechanical Equipments**

All employees are strictly advised that they are not allow to operate or use any type of mechanical equipment's unless they are competent, qualified and authorized to use. It is all employees' responsibility to prevent accident or mishap from happening when operating mechanical equipment's. Employees should always adopt a defensive attitude and be aware of the source of danger or the likely outcome of each sequences of operation. Employees also have to understand the basic working principles of the equipment or the proper machining process associated with that particular machine.

Refer to **DBSB-HSSE-08 Hand Tools. Powered Tools Sand Equipment Procedure, DBSB-HSSE-07 Maintenance Procedure & DBSB-HSSE-12 Operation Safety Guide Procedure**

HSSE-MS	PERSONAL SAFETY PROCEDURE	DBSB-HSSE-01	
		Rev.03	2016

### **Cranes & Forklift Operations**

Only competent and authorized crane and forklift operators are allowed to operate cranes and forklift operations. All operators should wear the seatbelts and PPE required. A signalman or banksman is required to direct the crane operator. Use only one signal man directions at one time. No any modified cranes and forklift at work site. All cranes and forklift drivers must be well trained, competent person and certified. No employees are allow to work under suspended load and the working areas need to be barricade.

### **Environment Protection**

All employees need to have a safety awareness in Environmental to protect the environment in their working location. All employees has an obligation to prevent environmental incidents by observing the following:

1. Any chemicals spillages into the soil, ground and monsoon drains.
2. Proper housekeeping at Chemical Waste Management area.
3. Proper hazardous signage at Chemical Waste Management area.
4. All employees must be aware of their surroundings.
5. Do not ignore warnings signs.
6. Always follow the company and clients established Environment safety regulation/practices/procedures

Refer to **DBSB-HSSE-03 Safe Environment Establishment Procedure**

### **Emergency Procedures**

All employees at base must be familiar, understand and obey their locations emergency response procedure. All employees must familiarize with:

1. Location of emergency alarm.
2. Location Emergency escape route
3. Locations of alarms and all relevant safety equipment on working site.
4. Evacuation or assembly area.
5. Location of Emergency Break Glass.
6. Location of Fire Extinguisher, First Aid Kits & Fire Hoses.

Refer to **DBSB-HSSE-13 Emergency Preparedness & Response Procedure**

### **Use of Toxic & Hazardous Materials**

Only minimum required amounts of toxic, corrosive, hazardous or flammable material or any type of chemicals shall be kept at working area. Chemicals MSDS need to be kept together with the chemical to make sure that all employees understand the chemical reactions in case of any unwanted incidents.

Refer to **DBSB-HSSE-06 Material Handling & Storage Procedure, DBSB-HSSE-05 Chemical, Physical, Radiation & Explosive Hazards Procedure & DBSB-HSSE-24 Chemical Management Procedure**



HSSE-MS	PERSONAL SAFETY PROCEDURE	DBSB-HSSE-01	
		Rev.03	2016

### **Tripping Hazard**

Wire strops, ropes, chains, hoses, hand tools, equipment shall be stored at proper designated area or storage so that it's not become a tripping hazards to employees. All employees are strictly to have effective housekeeping to avoid trip and fall incident.

### **Entering Worksite**

All visitors, suppliers and contractors must get the permission to enter into the worksite, permission have to be given by the supervisor in charge and supervisor have to notify to HSSE Department and the location security logbook need to be sign in.

Nobody is allowed to wander around on work site without permission from the person in charge.

### **Driving Company & Personal Vehicles**

All employees must be familiar with the locations internal and external roads, understand and obey the traffic rules and regulations. All employees has an obligation to prevent driving incidents by observing the following:

1. Attempt to travel only on busy, well-lighted streets and roads.
2. Keep your vehicles in good working condition order and the fuel tank at least half full.
3. When you approach your parked vehicles, visually check the area around the vehicle for any suspicious persons or activity.
4. Always park your vehicles in visible, well-lighted areas.
5. Do not pick hitchhikers.
6. Drive your vehicles with door locked all the time.
7. Have your keys ready when approaching your vehicles to reduce the time needed to enter.
8. Any valuables in your car should be placed in the trunk or otherwise kept out of sight.
9. If anyone approaches your vehicles and attempts to enter, blow the horn to attract attention and drive away.
10. If you travel a regular route to and from work, make yourself familiar with businesses on the route that stay open late in the event you need emergency assistance.

### **Worksite Dangers**

All visitors, suppliers, contractors and employees must be always alert and ensure that they are not endangering themselves by entering the worksite. All personnel must always alert with the safety signage at the worksite. Any special signs or safety precautions or barriers for entering, personnel need to get a permission with the location HSSE Officer.

HSSE-MS	PERSONAL SAFETY PROCEDURE	DBSB-HSSE-01	
		Rev.03	2016

### Temperature & Humidity

When temperatures and humidity rise, employees risk heat-related illness, which can be fatal. Heat is a particularly serious hazard in outdoor work such as engineering and construction. Employees performing manual work will normally develop sweat, but especially in hot humid weather, sweating is not enough; the body begins to develop heat stress symptoms. The following tips are for preventing heat illness:

1. Drink plenty of fresh water.
2. Limit exposure time and/or temperature.
3. Take rest breaks in shaded or cool areas.
4. Increased air movement with fans or coolers.
5. Do proper schedule of hot jobs of the day.

### Office Safety

All employees are always advised to be alert about office safety, the most common injuries in the office environment are:

1. Repetitive Motion Injuries.
2. Push/Pull/Lift Injuries.
3. Slip/Trip/Fall Accidents
4. Stairs Accidents

**Repetitive motion** injury occurs when employees perform a set of tasks over and over throughout the day because the employees use the same set of muscles and maintain the same posture while performing the tasks. To avoid and prevent such injuries, employees should set up the workstation properly, use proper ergonomics to perform the tasks and be advised to take micro-breaks to stretch.

**Push, pull, lifting** injuries occur when an employee tries to move an object improperly or move an object that is too heavy. All employees in the office are advised not to move or try to lift any object that is too heavy. To avoid and prevent such injuries, employees are advised to develop a plan on what needs to be done, use proper ergonomic techniques, know his/her limitations and get help if needed.

**Slip, trip, and fall** accidents occur when an employee walks through an area where there is an object or substance on the floor that the employee did not see, thus causing the employee to fall. The objects or substances may be liquids or oil, boxes, electrical cords, open desk/file drawers, papers and office material. To avoid and prevent these injuries, employees are advised to practice good housekeeping at their working areas and always watch where they are walking.

**Stair accidents** are a type of slip, trip, and fall accident; all employees should always use the handrails and watch where they are walking. If employees must carry large files or objects, employees are advised to use trolleys and should use the elevator from one floor to another.

HSSE-MS	PERSONAL SAFETY PROCEDURE	DBSB-HSSE-01	
		Rev.03	2016

### **Fire Safety/Prevention**

All employees are advised to be alert with fire safety and prevention in their working areas. These fires result in business disruption, millions of dollars in property damages & numerous injuries. Fires in the office area is the most common area of occurrence, this is because of the usage of numerous electrical and electronic equipment's. All employees should do the following:

1. Practice good housekeeping in and around your working area and always keep aisles clear.
2. Always turn off electrical appliances at end of the day.
3. Keep combustible materials away from the heat producing equipment such as copiers, coffee makers or any others.
4. Do not overload electrical outlets, power strips and extension cords.
5. Always check electrical cords on appliance and computer equipment's periodically and replace them if they are damaged.

**Refer to DBSB-HSSE-10 Fire Safety Procedure**