

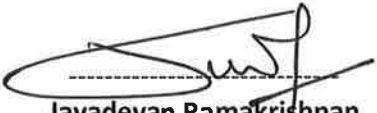




DIMENSION BID

WIRELINE INTERVENTION | PERFORATION SERVICES

CHEMICAL MANAGEMENT PROCEDURE DBSB-HSSE-24

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PREPARED BY	CHECKED BY	APPROVED BY
 Jayadevan Ramakrishnan HSSE Manager	 Mia Idorman Ismail Vice President - Operations	 Dato' Aziz Ayob President

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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. (DBSB) shall be responsible for the maintenance and update of this record sheet.

CLASSIFICATION	DATE	REVISION PART	REASON/PURPOSE OF REVISION
Original Issue	20/10/2015	Establishment of procedure	Nil
Revision.01	03/12/2015	Abbreviations from MSDS to SDS	As specific in CLASS Regulation

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1.0 ABBEREVIATIONS & DEFINITIONS

CMP	Chemical Management Procedure
UCUA	U See U Act card
SHO	Safety Health Officer
SDS	Material Safety Data Sheet
PPE	Personal Protective Equipment.

2.0 OBJECTIVES

The objective of this procedure is to protect employees from harm while they are working in the **Dimension Bid (M) Sdn Bhd** operations yard. It is believed that exposures can be minimized through safe work practices and control measures. The elements of this CMP include:

- Designation of personnel responsible for implementing the CMP.
- Environmental Monitoring.
- Standard operating procedures and rules relevant to safety and health considerations when operations locations involves hazardous chemicals.
- Chemicals centralizing HSSE reviewed and approval process.
- Requirements for chemical procurement, distribution and storage.
- Medical Consultation and Examinations.
- Employee Information and Training.
- First Aid.
- Personal Protective Equipment (PPE)
- Signs
- Waste Disposal

3.0 SCOPE

This plan applies at all times to all employees and relevant contractors in all **Dimension Bid (M) Sdn Bhd** operations locations.

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4.0 IMPLEMENTATION AND MONITORING

Key Key Responsibilities

Base / Location Manager

- Providing resources to ensure **Dimension Bid (M) Sdn Bhd** CMP implemented in responsible center.
- Environmental Monitoring.
- Implementing Policies and Procedures for safe yard operations through standard and procedures.
- Addressing employee exposures to hazardous chemicals.

HSSE Manager

- Medical consultations and examinations related to chemical exposures.
- HSSE review and approve the chemicals using in responsible center.
- Ensuring appropriate audits and authority assessment are conducted.
- Addressing employee exposures to hazardous chemicals.

HSSE Officer / Safety Health Officer

- Working with all the employees to implement the CMP.
- Coordinating CMP activities with management, workshop personnel.
- Helping develop precautions and provide adequate support to line management

Field Service Manager (FSM) & Segment Supervisor

- Field Service Manager and Supervisor from each segment has the overall responsibility for chemical management in their responsibility areas.
- Ensuring operators/specialist/technicians know and follow the chemical management rules.
- Ensuring PPE is available and in working order and appropriate training has been provided.
- Conducting routine inspections for chemical hygiene and housekeeping of the area.
- Having knowledge of the current legal requirements concerning regulated substance.
- Ensuring employee training is adequate for the type of work to be done.

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Employees Responsibilities

- Aware hazards associated with chemicals in day to day operations.
- Report any suspected chemical exposures to the immediate supervisor.
- Report any environmental event acts through UCUA submission.
- Reading and familiarizing themselves with the contents of the SDS for dangerous goods and hazardous substances they are required to use.
- Ensuring all dangerous goods and hazardous substance use and storage is in accordance with the SDS.

Warehouse

- Minimize the chemicals inventory and exposure.
- Monitoring procurement, and received only chemicals with attached SDS.
- Maintaining records relating to environmental monitoring and SDS

5.0 PROCEDURES

Identify Dangerous Goods and Hazardous Substances

The location HSSE employees must ensure that all dangerous goods and hazardous substances are identified within the workplace and that current SDS for each identified dangerous good and/or hazardous substance are maintained.

Dangerous goods can be easily identified by the safety symbols on the product/label which indicates the class of hazardous levels. Hazardous substances can be more difficult to identify. The product label provides some information about the hazards of the substances and precautions for use. If the product is a hazardous substance the label should display the word 'hazardous' or other similar warnings.

The SDS will be the primary information source for most chemicals and includes details about substance identify, chemical and physical properties, health hazard information and precautions for storage, use and safe handling.

The 'Safety Phrases' and 'Risk Phrases' for a specific chemical also provide additional information about the safety precautions and risks associated with the storage and handling of the product.

Example of types of hazardous substances include:

- Acids.
- Caustic substances.
- Disinfectants.
- Pesticides and Herbicides.
- Solvents and Thinners.

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Specific risk control duties associated with dangerous goods

If dangerous goods are stored or handled, there must be compliance with specific risk control duties attached to the following issues:

- Risks to employees.
- Visitors to premises.
- Security at premises
- Stability of goods.
- Isolation of goods.
- Interaction with other substances.
- Containers for bulk dangerous goods.
- Protection from impact.
- Spill containment.
- Transfer of dangerous goods.
- Ignition sources in hazardous goods.
- Ventilation.
- Planning for emergencies.

Chemical Register and Material Data Sheets

The HSSE team must ensure that all dangerous goods and hazardous substances stored or handled in the workplace are entered into a Chemical Register.

The Chemical Register is to be kept up to date and reviewed when hazards are identified, risk controls are changed or new chemicals are introduced into the workplace.

The HSSE team must ensure a hard copy collection of current SDS from the manufacturer or supplier is well maintained. Where a SDS has not been provided by the manufacturer or supplier, a SDS can be obtained from online website by putting in the name of chemicals.

The Chemical Register and associated SDS are to be kept by the location HSSE Team in a suitable which is known and accessible to all employees in the workplace as well as any other person who is likely to be exposed to the dangerous goods and/or hazardous substances.

Introducing Dangerous Goods and Hazardous Substance into the Workplace

The Base Manager and/or HSSE Team must ensure that the requirements of purchasing are adhered to when purchasing chemicals new to the workplace. The procedure requires that the risks associated with procurement of goods are identified prior to purchase as dangerous goods and/or hazardous substances may present a risk to employees, contractors and visitors.

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Risk Assessment of, and Safe Work Procedure for the Storage and Handling of Dangerous Goods and Hazardous Substances

The HSSE Team are to ensure that a risk assessment is completed for the storage and handling of dangerous goods and/or hazardous substance with a high or extreme risk rating as identified in the Chemical Register.

In order to complete the risk assessment, the SDS must be reviewed to determine whether or not the handling and storage requirements defined within the SDS can be met by the employees and/or other persons such as contractors who may exposed to, or use the substance.

Controlling Risks associated with Dangerous Goods and Hazardous Substances and their mixtures

The HSSE Team, in consultation with the SHO and employees are required to reduce risks in accordance with the information provided in the SDS.

The HSSE Team should ensure at all times, that the risks posed to employees, contractors and visitors, from dangerous goods and/or hazardous substances and their mixtures are low as reasonably practicable.

When determining control to reduce risks the HSSE Team must follow the 'hierarchy of controls' outlined in OSHA.

Examples of effective controls (from most to least effective) could include:

ELIMINATION

Eliminate the use of the substance (e.g. using a physical process instead of a chemical process)

SUBSTITUTION

Use a safer substances or a safer form of the substances (e.g. using a detergent instead of chlorinated solvent for cleaning).

ENGINEERING

Physical control that eliminate, isolate or reduce exposure to people or property (e.g. provision of drip trays to limit the area of contamination in the event of spills and leaks, using a local exhaust ventilation system such as a fume cupboard).

ADMINISTRATIVE

Use SWP and providing training.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protective clothing and equipment for employees, contractors and visitors (e.g. coveralls, gloves, chemical-resistant gloves and safety glasses)

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Exposure Standards and Atmospheric Monitoring

The HSSE Team must ensure that an employee is not exposed to atmospheric concentrations of a substance that are above the exposure standard (if any) for that substance.

If there is uncertainty as to whether the exposure standard is or may be exceeded, atmospheric monitoring is required to determine there is a health risk.

Health Surveillance

The HSSE Team must refer to the current SDS for the hazardous substance to determine the health surveillance requirements for any employees exposed to any hazardous substance in the workplace.

Labelling

The HSSE Team must ensure that all dangerous goods and hazardous substance are clearly labelled to ensure proper identification. The labels on the container in which the dangerous good and/or hazardous substance is supplied must remain intact and legible and unaltered. The date of receipt and opening of a hazardous substance should be marked on the original container to allow for monitoring of the age of the chemical and promote the use of older materials first.

Chemical Purchase & Control & Inventory

Chemical Inventory

The warehouse supervisor will maintain an accurate Chemical Inventory of all approved chemicals for use in operation yard. Completed forms are maintained in a Chemical Inventory file, which is updated when new chemicals are approved for use in the operation yard and is reviewed annually to remove any chemicals that are no longer in used or not permitted to be used in operations.

Control of Chemical Products

This objective of this process is obtain approval to add a new chemical to the Chemical Inventory and to ensure that the facility adequately control the chemicals products purchased, delivered, received and stored at the facility and that the proper documentation, including the SDS, accompanies the chemical product.

All personnel involved in the process have an obligation to look for meeting the above listed criteria for existing chemical purchases and potential new purchases. Cost of purchase and disposal must also be consideration. Initial request for approval must be submitted.

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All chemicals purchased, handled, and stored in the operation yard must have an SDS with dual language (Malay & English) version, which will be maintained in the SDS file. All chemical containers must be properly labeled. This includes cylinders and waste containers. Chemical's origin package label conjunction with additional label must contain the following information:

- The chemicals name and product identity.
- A description of its hazard.
- Information of the manufacturer/vendor of chemical.
- Chemical type code

Chemical labels must not be removed, defaced, or covered in any way.

Chemicals Storage Facility

- Ventilation system installed in store for all flammable & combustion-supporting gas or liquid store.
- All hazardous substance storage areas to be equipped with secondary containment capable of holding, at minimum, 110% of the largest container.
- Bulk chemicals must be label in clear description.
- Relevant SDS must be easy reached in chemical storage.

Waste Hazardous Chemicals Control & Treatment

All hazardous chemical wastes and schedule waste are handled by licensed Department Of Environment waste contractor.

Basic Rules and Procedures

Personal

Long hair and loose clothing should be confined. No wrist watches or finger rings to be used. Always must wear chemicals resistant protection gloves a prior to each use.

Avoidance of Routine or Unnecessary Exposure

Avoid unnecessary exposure to chemicals by any route through the use of appropriate PPE at all times. Never smell or taste chemicals by using physical check. There should be no mouth contact with any chemicals container and equipment.

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Ignition Sources

- Flammable solvents – Ensure there are no ignition sources present, such as open flame, motors, hot surfaces, or switches in ovens or refrigerators. These should be used under a hood.
- Smoking – is prohibited in all **Dimension Bid (M) Sdn Bhd** buildings and warehouse. Smoke only in designated smoking areas.
- Open flames – Are only to be used when use of electrical heating devices are not practical or possible. When an open flame is required, use in a hood if possible, remove any flammable solvents from the area and notify others before lighting the flame. Open flames is not be left unattended. Barricade should be used to indicate the use of open flames.

Food and Portable Water

No food, beverage or water is to be prepared, consumed or stored in the chemicals storage. Potable water/water bottle is available at pantry, offices, and designated sink taps.

Chemical Spill Control Supplies

The operation yard has Spill Control kits at the locations. The Spill Control are stocked with the following supplies:

- Pads
- Socks
- Pillows
- Temporary Disposal Bags
- Nitrile Gloves
- Chemical Splash Goggle
- Emergency Response Guidebook

Chemical Spill Control Supplies

All medical examinations and consultation will be performed by or under the direct supervision of a licensed physician or approved client authorized panel clinics or medical centers.

Information provided to the physicians will include:

- The identity of the hazardous chemicals t which the employee may have been exposed.
- A description of the conditions under which the exposure occurred including quantitative exposure data. If available.
- A description of the signs and symptoms of exposure that the employees is experiencing. The physician will provide the following written information pertaining to the medical consultation.

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- Recommendation for follow-up examinations.
- All documentation of the results of the medical consultation and any tests conducted.
- Conclusions concerning the medical condition noted, pre-existing or otherwise that could put the employee at increased risk.
- Statement that the employees has been informed of the results of the consultation and/or examination and any consultation that may require further examinations of treatment.
- The written pinion will not reveal specific findings of diagnoses unrelated to occupational disease.

Employee Information and Training

Employees will be provided with information and training to ensure that they are aware of the hazards of chemicals present in their work area. The goal of the training is to ensure that all individuals are adequately informed about the work in the operation yard, its risks, and what to do if any accidents occurs. Training will be conducted at the time of the employee's initial assignment to a work area where hazardous chemicals are present, and prior to assignments involving new exposure situations.

Employee information and training will include:

- Physical and health hazards of chemicals in the work area.
- Signs and symptoms associated with exposures to hazardous chemicals used in operation base.
- The location of SDS and other reference materials for hazardous chemicals in the operations base.
- Methods and observations that may be used to detect the presence or release of a hazardous chemical.
- Measures that employees can take to protect themselves from these hazards (e.g. work practices, emergency procedures and equipment, PPE)

Emergency Facilities

The HSSE Team in consultation with the HSSE Department and employees, must ensure that appropriate emergency management provisions are available for use in the event of a chemical emergency. The emergency management provisions may include:

- Spill Kits.
- Fire Extinguishers / Blankets (if needed)
- First Aid Kits.
- Eye Wash stations / Emergency showers.
- Appropriate numbers of trained emergency wardens and first aiders.
- Appropriate displayed emergency local contact details.
- PPE

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Regulatory Requirement

- Occupational Safety and Health (Classification, Packaging and Labelling of Hazardous Chemicals) Regulations 2013
- Occupational Safety and Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulations 2000
- Environmental Quality (Schedule Waste) Regulation 2005