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NATIONAL SAFETY COUNCIL

CALL (630) 775-2063

WEB thecampbellinstitute.org

EMAIL campbellinstitute@nsc.org

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Gulf Petrochemical Industries Co.

**Minimum Safety, Security, Health and Environmental
Requirements**



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INTRODUCTION

The GPIC complex is a major Petrochemical installation in which potentially hazardous chemicals, process equipment and machinery are used, similar to any major industry worldwide. Complacency, carelessness or lack of seriousness in such issues are not accepted or tolerated.

To ensure compliance to GPIC's integrated management system of Safety, Health, Environment & Security requirements, all suppliers, vendors, contracted workforce and other people associated with or working at the GPIC facilities must strictly follow the requirements mentioned in this document.

These requirements are mandatory and are additional to any Kingdom of Bahrain safety, health, environment & security legal requirements. In all cases, the Bahrain law is the minimum standard and in GPIC, where practical to do so, higher internationally are recognized and observed. This is particularly true in cases where the existing local legislations relating are not available or non-existing.

The requirements listed in this document are an integral part of any contract agreement or purchase order issued by the company. They do not supersede nor limit conditions expressed in contract or purchase order. All work activities at GPIC, must comply with GPIC's Occupational Health and Safety, Quality and Environmental Management system that the company subscribes to.

All major safety, health, environment and security requirements are covered during the GPIC safety induction training and familiarization. Therefore, this document is to familiarize third parties of such requirement before the actual execution of work within GPIC.

All persons working at the GPIC complex must be familiar with, and follow all requirements in this document. All General Organisation for Social Insurance (GOSI) rules and Bahrain Labour laws must be followed.

These GPIC requirements do not in any way, absolve any person(s)/ contractor from their responsibilities towards personnel, or those employed through sub contract.



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1.0 SECURITY

The security of the GPIC complex including plant, machinery, vehicles, equipment, and property is very important. Please respect all GPIC security rules and help keep this complex secure for all authorized persons.

All persons require an authorized GPIC identification badge before access to the complex is permitted. Contractor's badges will show dates of validity. Contractors must apply early for validity extension if work is to continue for longer than originally planned. Access will be via the Outer Gate for the main GPIC complex and approved gates for all other locations.

All GPIC employees, contractors and associated sub-contractors must successfully complete a basic safety induction course before a GPIC identification badge can be issued to them. This course includes a written test paper, which must be passed as it demonstrates that the crucial points are understood. A helpful reminder booklet containing GPIC safety, health, environment and security requirements is also distributed during the induction course. Additional to this basic induction course is a specific course for Supervisors who will be responsible for receiving a GPIC 'Permit to Work' (PTW). This course covers important safety issues required for the GPIC Permit to Work System. Successful completion of these induction courses, allows access to the GPIC complex for a 12-month validity period as specified on the badge. Validity of Induction lasts for 12 months for Contractors, before refresher training is due. For GPIC Employees, this validity will be ongoing. Contractors must give GPIC adequate notice of new workers requiring complex access, to allow adequate time to process.

All Security identification badges must be displayed at all times. Badge loss must be immediately reported to the GPIC safety and security department. GPIC reserves the right to charge for the replacement cost of security identification badges.

It is the responsibility of the management of the contracting company to return/hand back all security badges to GPIC security at the end of the project and/or when the badge's validity expires. Inability to return security badges shall form one of the criteria upon which a contracting company being evaluated.

All contractors must 'register' at the GPIC Outer Gate on arrival at the GPIC complex.

All Contractor tools and equipment should be clearly marked with the name of the contracting company to help prevent theft. Theft must be reported immediately to the GPIC Safety & Security Department.



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No contractor or visitor is allowed to enter GPIC complex areas or buildings that are not directly associated with their visit or authorised work.

Alcohol, narcotic substances and non-prescription drugs are strictly banned from this complex. Any person under the influence (or suspected influence) of these substances, will be stopped by safety & security personnel, prohibited from entering the complex and reported to the appropriate authorities, where applicable.

Foodstuffs such as 'Hab' (seeds) or other food and fruits with seeds that could contaminate GPIC's granulated Urea export product, are banned from the GPIC complex. Reminder signs are posted at the main security Gates.

GPIC security and safety personnel reserve the right to search all people, vehicles & equipment entering, leaving or within the GPIC complex areas. All people must be aware of this important requirement. Treat all security personnel with courtesy and respect. Failure to behave politely is a breach of conduct code and will be dealt with accordingly.

A GPIC employee must escort all authorized visitors at all times.

Mobile telephones, bleeper's, radio handsets, laptop computers, cameras, video equipment and all other electronic equipment that is not rated as intrinsically safe, are not allowed into this complex, unless prior authorisation from GPIC Management has been obtained. Applications must be made in writing well before this equipment arrives at the complex. The GPIC safety & security department will issue special authorisation badges, after GPIC Management approval has been given. Special care must be taken with Radio Handsets. Taking them into restricted areas may cause plant shutdowns.

Unauthorized weapons and explosive substances are absolutely forbidden from this complex.

GPIC management approval must be obtained for Porta cabins, tents, barracks and other portable offices and structures which contractors wish to bring to and use in the GPIC complex. Approval will depend upon need, location, type of equipment concerned and location in respect of the complex hazardous zoned areas. All relevant expenses shall be borne by the Contractor. Adequate firefighting (with none-ozone depleting distinguishing material) extinguishers and First Aid facilities must be supplied in these accommodations by the requesting contractor. Any contractors' Porta cabins or lockable containers to be demobilised from this complex, will be security searched and locked and sealed by safety and security personnel before being allowed to leave the complex.



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All tools, material and equipment entering the complex must be accompanied by a delivery note. A GPIC dispatch note is required to be produced to the GPIC Safety & Security department before tools, material and equipment are allowed to leave the complex.

GPIC utilizes load-out of granulated Urea at its own Marine Terminal facilities and Methanol and Ammonia product at the Bapco owned liquid loading Jetty facilities. Strict security controls apply at these locations because these are both controlled export facilities. All Bahrain Immigration & Customs rules and regulations must be followed. There must be no unauthorized vehicles, goods or persons in this area. Keep clear of these areas unless authorised to enter.

Fishing is prohibited in and around the GPIC complex areas. People and boats entering these areas will be reported to the Coast Guard and removed immediately.

2.0 COMMITMENT TO SAFETY, HEALTH & ENVIRONMENT (SHE)

The safety, health and security of people and care for the local environment are areas of high priority at GPIC. All persons visiting or working at this complex are required to exercise the same high level of commitment as GPIC management and personnel. Safety, Health & Environment (SHE) are an integral part of GPIC's SHE 'culture'. The following diagram describes how GPIC successfully manages SHE.

INTEGRATED SAFETY, HEALTH & ENVIRONMENT APPROACH

MANAGEMENT:

GPIC Management has a total commitment to excellence in Safety, Health & Environment Management. This approach is 'driven' from the very top of the company management structure.

SUPERVISORS ('LINE' MANAGEMENT):

Superintendents, Supervisors, Foremen, Leading hands and all people who are in the direct control of others at GPIC determine how well SHE standards work. These Line managers are the backbone of all SHE activities at GPIC. A committee approach to all SHE issues by line management works very successfully at GPIC.



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ALL PERSONS:

It is everyone's responsibility to follow GPIC SHE requirements and to make sure that they and all people and equipment around them, remain safe.

FOUR BASIC STEPS TO SUCCESSFUL SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT AT GPIC:

STEP ONE: Plan all work carefully so all possible dangers and hazards are identified.

STEP TWO: Control all dangers and hazards so that the possibility of harm or risk to people, damage to property, vehicles and equipment and impact on the environment, are eliminated or minimized.

STEP THREE: Start the job at GPIC only, after authorization by a GPIC authorised person.

STEP FOUR: If unsure or uncertain about any job, STOP and check with the GPIC Supervisor immediately. Report all accidents and Incidents (Near Misses), immediately to this person.

3.0 TRAFIC SAFETY

All traffic, vehicles and associated equipment at GPIC must be driven and operated safely.

Do not Exceed GPIC Speed Limits: The speed limit is 30 kilometers per hour maximum, in all areas of the Complex beyond Gate Number 1 and 70 kilometers per hour maximum on the GPIC entrance causeway.

All Employee and Contractor vehicles wishing to enter the GPIC complex will be issued with a GPIC vehicle badge which must be clearly displayed on the vehicle windscreen. Red GPIC vehicle passes allow access to the complex excluding process areas. Green GPIC vehicle passes allow access to process areas throughout the Complex. Contractors' personnel, vehicles and equipment must proceed and exit their GPIC work destination by following a route authorized by the GPIC Supervisor of their work. All short-term visits of delivery vehicles requiring access beyond the Outer Gate, will be issued with a coloured GPIC vehicle pass card, which must be displayed clearly on the vehicles' windscreen/ dash board. During Maintenance Turnaround period of the Complex, both the Red and Green vehicle passes issued to Contractors' personnel will only be valid for access to the Contractors' Turnaround Lay down parking area



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opposite the Contractor's Canteen facilities. Therefore, Contractors' personnel wishing to utilize their vehicle in the process areas must apply and obtain a separate GPIC Management's authorization for this purpose.

All Kingdom of Bahrain road regulations apply at GPIC. All traffic signs and road-markings must be obeyed.

Park safely and correctly. Do not block vehicle or person access to emergency equipment (fire hydrants, extinguishers, etc.), or other roads, walkways or doorways. No parking of Cranes and heavy vehicles is allowed within five meters of electrical sub station transformer bay areas, unless authorized by GPIC.

The ignition keys of all vehicles used or parked within the GPIC complex areas beyond security gate number One or within the Urea Marine Terminal and Sitra wharf jetty areas, must remain in the ignition at all times, for emergency purposes.

Only licensed people are authorised to drive vehicles at this complex. All vehicles must have third party automobile insurance liability. Contractors will be responsible for full compensation for injury, death or damage exceeding policy coverage. GPIC reserves the right to refuse entry to any vehicle considered to be un-road worthy and unsafe.

Vehicles required to enter complex process plant areas, are subject to the GPIC Permit to Work system and require a vehicle entry permit. Vehicles must be removed from complex areas as soon as the work has been completed.

Pedestrians and cyclists always have the 'right-of-way'. Please take care of people always and be ready to give way at all times.

Safety belts must be worn at all times whilst driving inside GPIC's Complex.

Trucks and other vehicles used to transport people must be safely designed for this purpose and be fitted with adequate seating arrangements.

"STOP" signs mean come to a complete STOP, then proceed if the way is clear and safe.

4.0 PERSONAL PROTECTIVE CLOTHING & EQUIPMENT

Persons must provide and wear as a minimum standard in all GPIC complex process area's, steel-toed safety shoes or boots, industrial overalls (full sleeves) or other suitable body covering, (no loose garments will be permitted) and a safety helmet fitted with impact resistant chemical splash goggles / non ventilated goggle. This equipment must be in a good condition and comply with internationally recognized safety standards.

Persons must provide and use additional protective clothing and equipment, i.e. hearing protection, gloves, face shields, respiratory equipment, etc. whenever the nature and type of work performed, creates a foreseeable danger of personal injury. Use correctly rated respiratory protection; air filter masks; normal / N-95 and use of half mask / full mask cartridge respirators / airline BA whenever there is a danger to the lungs from hazardous dusts; silica dust, fumes, gases or mists. Welding in confined areas will require such masks. Use of protective clothing and equipment is the last resort. Planning and engineering work so that exposure to people is avoided, is the first line of defense, wherever practical.

Safeguard hearing when high noise levels are generated. Earplugs are OK for moderate short-term noise but earmuffs must be provided and used for High impact or continuous noise levels. Note the signs displayed at the required locations in this complex.

Safety glasses are not suitable for work involving flying particles. (i.e. grinding, concrete breaking, drilling, etc.). Always use full protective face shields or goggles to prevent eye injury, when performing these tasks.

Suitable working gloves appropriate to the work should be used .i.e. wherever manual handling is involved appropriate impact resistant gloves to be used, similarly for welding heat resistant and chemical handling suitable chemical resistant gloves to be used e.g. neoprene .

To ensure safe escape in a toxic gas release (Ammonia), people are trained in the correct use of an Ammonia escape mask. These masks are located throughout the complex in red coloured boxes.

'Three quarter', 'full' body harnesses, correctly rated and matched lanyards must be provided with two hooks and used where there is a possibility of falling greater than two meters during height work at GPIC; during erection and dismantling of scaffolding,..etc. Safety Belts are not acceptable. Belts must only be used to restrict access to a fall and not to arrest a fall. The difference must be understood. This specialized equipment must be kept and maintained in a safe working condition.



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Marine Terminal work activities or other work that includes the risk of falling into the sea, must be organized so risk of fall is either impossible or if risk cannot be avoided, a suitable life jacket and means of ready rescue is provided.

5.0 TRAINING AND SUPERVISION

All persons involved in hazardous work including the driving of heavy vehicles, operating machinery, working with chemicals or high pressures and temperatures, etc. must be either fully trained to conduct the work or be adequately supervised by a fully trained and competent person. Where directed by GPIC, Contractors must ensure that a competent Supervisor is always in charge of the work area and overall, ensures that all safety requirements and GPIC Permit to Work conditions are met and adhered to at all times. GPIC conducts trade testing to check competency for certain categories of specialized work.

In the case of potentially hazardous and dangerous work to be conducted at GPIC, contractors must provide a method statement complete with hazard identification and risk assessment plans. The job will only be authorised to start after these plans have been checked and, if required, discussed thoroughly with the GPIC department(s) concerned and the safety and security department.

A Contracting Company employing greater than ten persons to work at GPIC, must provide a nominated Safety representative to attend a monthly safety, health, environment and security meeting usually held at 10:30 hours on the first Monday of every month, at the Safety & Security Department building. Representatives must have passed, or at least be studying towards a 'Nebosh' safety certificate or equivalent industrial safety qualification. During major Complex shutdowns, this meeting will be conducted daily at venues and times to be advised by the Safety and Security Department.

6.0 PERMIT TO WORK (PTW) SYSTEM

Work activities at the Complex, require written authorization by GPIC. This written authorization is called the Permit to work (PTW) System. Here are some basic rules:

A. Make sure that a GPIC's Permit To Work has been issued and received, before beginning any work activity at the complex.

B. There are many types of GPIC's PTWs issued for different categories of work, including:



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- Cold PTW for works where spark or ignition during the job is not probable.
- Hot PTW for works involving the use of heat, flame, spark or other ignition source.
- Confined Space Entry Certificate for works requiring person(s) entry into confined areas i.e. Vessels, pipes, pits, tanks etc.
- Electrical Isolation Certificate for isolations of electrical power sources such as circuit breakers
- Electrical PTW for works involving maintenance activities on GPIC electrical equipment.
- Instrument work (involving work on GPIC instrumentation, digital, control or interlock systems).
- Vehicle Entry work (where a vehicle must enter a process area from the complex roadways).
 - Excavation work (involving digging, drilling or breaking the ground).
 - Crane work (where cranes and heavy lifting is conducted).
 - Radiation work (involving radiography or other risk of radiation exposure).
 - Diving work (involving diving underwater with compressed breathing air).

Each Permit to Work is issued to make sure of the safety of all people concerned and protection of GPIC equipment, property and the environment.

C. Always stick to all conditions specified in the GPIC permit to work. If the work conditions specified in your permit to work, CHANGE, immediately stop work and check with your GPIC supervisor.

D. Stop work and ask the GPIC Supervisor if you are unsure of the work.

Employees and Contractors may be authorized by GPIC to receive Permits to Work after passing a specialised course which focuses largely on the GPIC Permit to Work System IAP/ RAP Authorisation Course, which covers the role, responsibilities and risk/ hazard minimization techniques associated with carrying out work at the GPIC Complex. These people are granted Receiving Authorized Person (RAP) authorisation after successfully attending the referenced course and passing its associated test paper and interviews. The authorization card will only be issued, once a formal written memo is raised by the relevant section head, agreed by the department manager and approved by the Deputy General Manager. The memo must specify what types of GPIC Permits to work, the candidate is authorised to receive at the GPIC Complex.

GPIC safety & security personnel as well as Plants Operation Superintendents regularly audit Permits to Work. These audits are a check to ensure that all appropriate safety rules and guidelines are being followed.



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A GPIC Permit to Work is not required for maintenance works in the GPIC Maintenance workshop area. Works at all other locations must comply with GPIC's Permit to Work procedure.

7.0 ACCIDENTS AND INCIDENTS (NEAR MISSES)

All incidents Must be reported immediately. These events help GPIC to improve and continuously enhance its standards of safety. Regular reporting and effective follow-up actions prevent accidents.

Report all accidents or 'near misses' to the immediate contracting supervisor and GPIC Supervisor promptly. Even minor injuries and events must be reported. The supervisor or foreman of any contracting company must immediately inform the GPIC supervisor of any serious or minor safety, health or environment issue whilst working at GPIC.

Make sure that a yellow coloured GPIC accident/ incident report form is completed for every accident or near miss (incident). This form must be completed before leaving the Complex, on the day that the incident took place. GPIC supervisors hold these report forms.

Be positive about reporting. An honest and open approach to accident and incident reporting is the best way to ensure good safety standards.

Assist GPIC in investigating these events when requested. Help determine the 'root' cause(s) of every event.

GPIC monitors its accident and incident reporting frequency and performance. Company Safety representatives (refer requirement 6 'c' above), is expected to assist in active and urgent investigation and strict follow-up of any serious accidents or incidents at GPIC.

GPIC adopts a policy of prevention of all serious workplace accidents that could result in a Lost Time Accident. Accidents are preventable.

8.0 SMOKING RESTRICTIONS

Bulk flammable and explosive substances are produced at the GPIC complex. The effective tight control of people smoking is therefore of critical importance.



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Cigarette lighters, matches and/ or naked flames are not permitted at the GPIC Complex. All lighters and matches must be surrendered at the security gates or better still, left at home.

Smoking is permitted only in approved GPIC smoking shelters and locations. Check with your GPIC supervisor for these locations. Means to light cigarettes are provided by GPIC in these approved shelters.

Any instance where a person breaks either of the above rules, will be considered to be a significant breach of GPIC safety rules and dealt with accordingly.

9.0 CARE FOR THE ENVIRONMENT

GPIC is an ISO 14001 RC14001 registered company and complies with the requirements of Ministry of State Municipalities Affairs and Environmental Affairs. GPIC's management is committed to caring for the environment in every task that is conducted by employees and contractors at its Complex. GPIC demands the same level of commitment to the preservation of the environment, from its contractors

All work that might have an impact on water, land or air at the GPIC Complex must be checked and approved by a GPIC supervisor. This could include possible chemical reaction or spillage, hazardous waste needing disposal, washing down equipment, etc.

Keep work areas clean and tidy and free of litter. Housekeeping standards must be excellent. Use the GPIC skip bins for waste materials. Remember to segregate aluminum cans, paper and other raw wastes and place them in the well-marked recycle bins spread throughout the Complex for recycling purposes. A tidy and clean work area is a safe work area. No job is accepted as completed unless adequate cleanup has taken place by those carrying out the work.

Do not remove any wastes from GPIC unless the GPIC supervisor has given authorisation according to GPIC Waste Management Procedures and compliance with Ministry of State Municipalities Affairs and Environmental Affairs. This includes industrial wastes and effluent products. It is important that GPIC determines that wastes originating from its Complex, are disposed of in the most environment friendly and acceptable way.

Minimize the use of hazardous cleaning solvents and other chemical products that are not environment friendly. Check this with a GPIC supervisor if you are unsure.



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Conserve energy. Limit the use of electrical power and isolate/ switch-off machinery when not in use or required. Do not leave equipment and machinery operating unmanned.

Conserve water at all times.

Reduce noise pollution from machinery and work activities wherever possible. It's good for people as well as the environment.

Take care of the protected plants, grass, trees and shrubs at the GPIC complex. Do not damage the natural environment.

10.0 MEDICAL FACILITIES, FIRST AID AND GENERAL HEALTH

GPIC operates a Medical Center adjacent to the safety and security building. This facility and its resources are primarily for GPIC Employees; however, contractors and visitors with medical emergencies including treatment for workplace accidents can be treated at this facility.

Note: These facilities are not for Contractor or Visitor illness or sickness treatment, unless it is an emergency. If hospitalization of a casualty is required, the contractor's supervisor, involved in the incident, shall accompany the casualty. GPIC shall not be responsible for any injury or complication sustained during the course of this transportation.

There are trained GPIC First Aiders in many departments within the Complex. Make sure that your GPIC supervisor is advised of any accident or illness requiring medical or First Aid attention immediately.

Emergency eye wash basins and showers are marked and located clearly throughout the Complex with signs and illuminated red lights. Use them in event of chemical, thermal burn and/ or irritation injury. Wash burn affected body locations for at least 15-20 whilst removing contaminated clothing. These showers do not automatically alarm to control rooms or the safety and security department, so you must let a GPIC supervisor know if there is an emergency.

Treat all hazardous chemicals with care. Always make sure you are aware of what you are handling, its dangers and the precautions to be taken. Wash your hands regularly and especially before taking a meal break.

Keep yourself clean during dirty or dusty work. Change work clothes and wash regularly. Contractors must arrive at the Complex wearing the appropriate safety clothing. Do not take dirt and dust into areas such as prayer rooms, lunchrooms or office/ porta cabin areas.



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Persons suffering from a serious medical condition that could be aggravated by specific work activity at GPIC, must not be employed to conduct such work. Examples: A man who has epileptic fits cannot work on scaffolds or in confined spaces, an asthmatic must not work with hazardous dusts, mists or vapors, a man with a serious heart condition must not undertake strenuous physical activity. Any person with a life-threatening health condition, or that persons employing company, must ensure that the GPIC Chief Medical Officer and Nursing staff, are made aware of the condition and all relevant details. Such information will be kept strictly confidential.

Food shall only be eaten in designated employee and contractor canteen facilities/areas, not in unhealthy working areas where hygiene could be compromised and chemicals could be accidentally ingested.

Ensure fresh drinking water, shade, regular rest breaks and other heatstroke/exhaustion prevention measures are exercised for all people required to work in hot and humid weather conditions.

All safety precautions must be adhered to whilst handling or working close to Ammonia, Methanol and other potentially hazardous chemicals. Basic First aid response for these main chemicals must also be well understood, and are covered during the GPIC basic induction course.

11.0 ELECTRICAL SAFETY

All portable electrical equipment and tools including electric Arc Welding equipment must be:

A) Quality and safety checked by the GPIC Electrical Maintenance Section before it is authorized to be used at the Complex. The contractor must advise the Electrical Superintendent at least two working days before work is due to begin, so that this checking can be coordinated.

OR

B) Must be safety checked and tagged by the contractors own Bahrain Ministry of Electricity and Water (MEW) qualified and authorised electrician. The tags on all portable electrical equipment must specify the date of expiry before equipment must be checked again and shall not exceed six months from the date of the last check.

Contractors shall provide and use isolating transformers or earth leakage circuit breaker (ELCB) devices of 30 milliamps whenever portable electrical tools are used. These appliances must be located as close as possible to the power



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source, unless the power source is already adequately and safely protected by existing GPIC equipment. This must be checked with the GPIC supervisor.

Portable electrical tools and power cords should be fitted with industrial, heavy-duty fittings and connections. Standard plugs are acceptable for electrical work at GPIC but must be in a good and reliable condition and fitted with a built-in fuse. All plugs must have earth wire connections however, non-metal housed portable tools i.e. drills, may not require earth wiring due to their non-conductive nature. This type of equipment must be inspected by the GPIC Electrical Section for such exemption.

Any contractor-owned electrical equipment that is damaged or fails during the course of work at GPIC, must be taken out of service immediately, removed from the Complex and repaired and safety checked as per point 11 A above. This includes damaged insulation on power cables.

Double insulated electrical appliances and tools should be used wherever practical. These are marked with an international symbol of a square box inside a square box.

Any electrical equipment used in the process areas of the GPIC Complex must be correctly rated and classified for the hazardous location. Any other type is subject to a GPIC Permit to Work procedures.

Electrical power cords must not be placed across general walkways or roads. If it is impossible to avoid this then suitable protection and avoidance of tripping hazards, must be used.

Electrical power supply points (sockets) are not to be over loaded. Electrical Equipment and tools must be switched off and unplugged when not in use.

Work with tools and equipment in confined spaces such as vessels, tanks and sumps, must use air operated (pneumatic) power where at all possible. If electrical power must be used, then it will be limited to 50 volts maximum unless the GPIC Electrical Superintendent authorises additional safeguards for voltage greater than 50 volts. This authorization must then be approved by the General Manager Manufacturing (GMM). Each individual case will be judged on its own safety merits.

Any electrical power cables or leads fed into confined spaces must be safeguarded with additional protective rubber or other armored cable or sleeving, to help prevent accidental damage. This must be fitted over the insulated cables.



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12.0 MACHINERY AND TOOL SAFETY

All portable (non-electrically powered) hand tools and equipment must be in a good safe condition, properly designed and used for the correct purposes. Where practicable, a non-ferrous hand tools and equipment should be used at the GPIC Complex to help prevent sparking in process areas.

All portable and fixed machinery must be well guarded so that there is no exposed transmission machinery, motive power or other moving parts creating trapping points that could catch, crush or entangle, clothing and/ or hands, fingers, etc.

Before carrying out any maintenance or other work with machinery, correct isolation of equipment as per GPIC's Permit to Work system, must be followed.

No person is required to clean or otherwise work close to operating machinery if it has had its safety guards removed.

No jewelery, rings, necklaces, loose key chains, scarves and other loose clothing is to be worn (including headscarves) around any moving/ rotating machinery.

Long hair must be tied back under a safety helmet at all times whilst working with moving/ rotating machinery.

No contractor shall use or operate any GPIC equipment, machinery or vehicles, unless authorised to do so by their GPIC supervisor.

Compressed air must not be used for cleaning people or their clothing.

13.0 HEIGHT SAFETY

Use ladders and/ or GPIC approved scaffolding to gain access to areas above ground. No climbing onto equipment not designed for this purpose.

Safety belts and three-quarter and full body harnesses must be provided and used if working where a fall of two meters or greater is possible. Refer point 4 F above for further details.

All portable ladders must be in good condition, inspected by GPIC and tagged, have proper non-slip feet/ treads, be supported by another person (footed) when in use, and be set up at the correct slope ratio of four to one. All live electrical work must be conducted from non-conductive wood, fiberglass or other ladders. Conductive ladders can be used if the electrical equipment being worked on has



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been safely isolated according to the GPIC Permit to Work procedure. Portable ladders gaining access to areas must be tied off to prevent a fall or overbalance.

Equipment & tools must be safely lowered and raised by ropes and buckets or transported by crane and man-cage/ bucket. No throwing or dropping of equipment or tools. Also no climbing ladders one-handed, carrying equipment or tools. Use both hands for climbing ladders.

Tools and equipment used at height, must be secured or stored safely to prevent falling or being knocked to the ground. Area's below height work must be cordoned/ isolated off with cones, red and white striped danger tape and safety-watch people where applicable, to prevent people placing themselves in danger.

Scaffolding at GPIC must comply with internationally recognized safety standards. All scaffolds must be fitted with either GPIC "safe to use" signage or internationally recognised 'Scafftag' signs or equivalent warning people that scaffold is "Not Safe to Use". Do not use any scaffolding without these signs being clearly displayed on the scaffold. A GPIC supervisor will be responsible for fitting and checking these signs for all new scaffolds in close liaison with the scaffolding contractor.

14.0 CRANES AND LIFTING SAFETY

Lifting by Crane or 'Hiab' or other lifting machinery and/ or equipment must be in compliance with GPIC's Permit to Work strict standards. All lifting equipment including vehicles and worker licenses to operate, are safety checked by GPIC Maintenance Personnel at the GPIC's Outer Gate before they are permitted to enter the main Complex. If truck-mounted 'Hiabs' enter the Complex and the 'Hiab' is not required to be used, it will be locked out by security personnel with a chain and lock until it leaves GPIC. Lifting at the GPIC Complex, is subject to the GPIC Permit to Work system. Lifting at nighttime will only be authorised under special conditions. There will be no lifting or height work during windy or otherwise dangerous conditions.

All chains, slings, ropes, cables and other rated lifting tackle and equipment, must have valid test certification (not less than six months validity identifiable for each individual item) before it is allowed access onto the GPIC Complex. GPIC maintenance department personnel will check this detail. GPIC equipment are color-coded and registered and regularly inspected by a third party independent authority.

Strictly, no lifting of equipment or other loads over or above people. Furthermore, every lifting operation must have a lifting category and associated risk assessment plan as per the GPIC Permit to Work procedure.



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Lifting of people in crane assisted man-cages/ buckets, cherry pickers, forklift cages etc. must comply with strict GPIC safety procedures. Safety Harnesses must be provided and worn during these jobs. Seek advice and authority from the GPIC Lifting Equipment Supervisor (LESR) – Maintenance and GPIC safety & security department for further information.

Only qualified, experienced riggers are allowed to carryout rigging, slinging, assessment of weights and signaling of crane lifts at the GPIC Complex. GPIC's Maintenance Department will also check this.

All Cranes and lifting equipment are thoroughly checked by Maintenance personnel before entering and/ or leaving the GPIC Complex.

15.0 CHEMICAL SAFETY

Any specialised work involving potentially hazardous chemical substances (toxic, flammable, irritant, radioactive, etc.), must be planned and risk assessed carefully and fully controlled via the GPIC Permit to Work system.

No person is allowed to work with hazardous chemical substances at GPIC unless they have a thorough understanding of the dangers involved and correct precautions to be taken in the event of an emergency situation.

Material Safety Data Sheet (MSDS) information shall be made available for contractors working with any GPIC – owned hazardous chemical substances at the Complex. Contractors will be instructed of the dangers and precautions to be taken. Contractors wishing to bring hazardous chemical substances to GPIC, must firstly get authorisation from the GPIC supervisor in charge of the work and provide a manufacturer approved MSDS of the chemical substance. All chemicals entering GPIC must be accompanied with an MSDS. The MSDS information must be supplied BEFORE the substance in question enters this Complex.

GPIC major chemical hazard information concerning its main feedstock and manufactured products i.e. Natural Gas, Ammonia, Methanol and Urea, etc, are covered in the GPIC safety induction familiarization and training. GPIC uses and manufactures bulk flammable, explosive and toxic substances. All employees and workers must understand the main dangers and safety precautions to be taken.

Work using compressed gases must be managed safely. All gas cylinders must be secured in an upright position and protective screw-on caps fitted to prevent accidents when not in use. Oxy-acetylene equipment must be fitted with



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anti-flashback arrestors and maintained in good condition. Compressed gas cylinders must not be stored in direct sunlight. All hoses must be suitably pressure safety rated. Welders must use adequate equipment including flame resistant fire and spark blankets, tarpaulins and screens to prevent arc-eye injuries to those in proximity and contain sparks and hot slag created.

No gas cutting or welding of pipes, vessels, tubes etc. is authorised unless hazardous contents are flushed, vented and purged safely. Some equipment may require inserting. Permit to Work procedures must be followed strictly at such instances.

Welding machines must be grounded correctly and its associated power supply cables should not be suspended loosely. Hence, they must be protected from damage.

All valves must be closed and welding hoses depressurised on completion of all welding jobs.

16.0 GENERAL SAFETY

Sleeping is not permitted anywhere on the GPIC Complex. Please ensure that all people are clearly aware of this. No sleeping at any time including tea and lunch breaks.

Aggressive behavior including verbal or physical assault and/ or abuse is unacceptable.

Emergency response safety equipment is only for emergency purposes use. Intentional abuse or disregard for this equipment is unacceptable.

If any person feels that they are facing an unsafe situation, they must stop work, and speak to their supervisor immediately. No one at the GPIC Complex is required to work in an unsafe manner, regardless of how urgent the job is perceived to be.

There are hundreds of fire extinguishers located throughout the GPIC Complex. Use this equipment to fight fire only if you have received the suitable training and are comfortable to do so and only after immediately notifying a GPIC employee of the emergency concerned. There are trained and fully equipped GPIC emergency response professionals and other employees available at the Complex for such circumstances, at all times.



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Red and White tape is used to warn people of a dangerous work area. Keep clear and do not enter taped-off work areas unless you are authorised to enter by GPIC Permit to Work.

Any serious breach of GPIC Complex Safety, Health, Security or Environment rules and requirements is unacceptable and will be treated severely.

17.0 RADIATION SAFETY

The highest risk of radiation exposure at the GPIC Complex relates to radiography work conducted by contractors. GPIC uses radioactive monitoring equipment and other lower risk sources.

Contractors conducting radiography must be trained, competent and licensed by the local authority before being authorised access to the GPIC Complex.

Auditing of Radiography work is conducted by GPIC personnel to ensure basic radiation safety is being followed.

Contractors must follow GPIC's radiation safety rules and procedures. Please ask for a copy of the same if your company is involved in such works.

Radiation hazardous work is also covered under the GPIC Permit to Work system.

All contractors must be able to recognize the bright yellow 'trefoil' Radiation danger signage and associated tape and KEEP OUT of all such areas at GPIC.

18.0 SAFETY REWARDS AND PENALTIES

Examples of good safety, health, environment and security practice are rewarded by GPIC.

Spot safety prizes are issued on a regular basis to employees and contractors. Each year, during the GPIC Safety, Health and Environment (SHE) Week, employees and contractors demonstrating consistently excellent SHE practices, are also recognized and rewarded. GPIC welcomes any improvement or enhancement suggestions on safety, health, and environment and security systems and rewards any excellent ideas that are implemented.

Failure to follow safe practices must also be acted upon. Dependant upon the severity of the breach of the GPIC SHE requirements, this could mean:



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- Strong reminder and verbal/ written warning to a person and the company concerned.
- Removal of security identification badge and suspension or expulsion from the Complex for short term or permanent basis.
- Possible termination of a contract for safety, security, health or environment reasons.

Contractors are fully responsible and liable for all damages, costs or consequences arising from contravention and/ or non-observance of the requirements stipulated in this document.

GPIC would prefer to reward people for out-standing safety, health and environment performance, rather than punish them. Please adhere to all GPIC SHE requirements. For full account of this system, please refer to appendix I attached herewith.

19.0 COMPLEX EMERGENCY

“Raising the alarm” by any person

If a person witnesses a dangerous situation with serious consequences, they must immediately raise the alarm by:

- Using the red coloured break-glass alarms located around the complex.
- Using the telephone to call 555 (the GPIC’s emergency telephone number), which connects directly to the safety and security department.
- Using the Tannoy/ Intercom System located throughout the GPIC Complex.
- Contacting a GPIC employee with a radio handset.

When raising the alarm, the person must state... “Emergency, Emergency, Emergency”... and give place, name, badge no. and brief details of the emergency. Make sure the message is spoken slowly and clearly.

In the event of a medical emergency to a person, the Complex’s emergency sirens will not be sounded. Do not use the ‘break glass’ alarms to notify a medical injury or first aid emergency. Instead, notify the nearest GPIC employee who shall call the GPIC emergency number 555 for further assistance.

For all contractors at GPIC, in the event of a GPIC Complex ‘GENERAL’ emergency, (*the sounding of the GPIC siren for one continuous minute*), Contractors must do the following:



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- Remain calm;
- Stop working immediately, (except at the Sitra Wharf area or GPIC's Urea Marine Terminal, where you will be advised by GPIC personnel on what to do);
- Make your work area and place safe (shut-off machinery or vehicles, isolate power sources, lower crane loads or other heavy lifts);
- Take one of the emergency escape Ammonia Masks from the red boxes located around the Complex, but do not open the mask and use it unless there are strong smells of Ammonia present; and
- Move quickly (BY WALKING and DO NOT RUN) to the Contractors Emergency Marshalling Points for further accounting and further instruction by GPIC Personnel (Emergency Wardens). These areas are well sign-posted and clearly marked on the Permit to Work issued to you before the commencement of your work. The nearest emergency marshalling point will depend on the location where work is carried out. Therefore, please ensure to familiarise yourself with the nearest marshalling point prior to carrying out your work every time that your job location deems so. Check the windsocks for wind direction before deciding where to go to assemble. The quickest and best way to escape a gas release is by moving away UP-WIND of the problem or if this is not possible, from ACROSS THE WIND direction. Marshalling points are shown and identified to contractors during the GPIC safety induction course.

Assemble with other personnel from within your company and advise your Supervisor and GPIC Warden if anyone is missing and where they were last seen. Wait for the 'ALL CLEAR' siren (short fifteen-second siren), or await further GPIC instructions.

If the 'SEVERE' emergency siren is sounded (this is a one minute intermittent siren), contractors must evacuate the GPIC Complex and walk quickly towards the Outer Gate or as advised by the GPIC emergency Warden and as shown during the safety induction course. Do not hesitate and/ or wait for other instruction, at the 'SEVERE' emergency siren, you must quickly walk to the Outer Gate or any other safe location that is advised to you by GPIC personnel.

Once contractors have walked to the GPIC Outer Gate, (or other area specified by GPIC Wardens), a full head count will take place. Contractors assemble in their Contract Company group and send one foreman from their company to report to the GPIC emergency warden with details of any missing fellow workers.

Contractors remain at this location until the 'ALL CLEAR' siren sounds or as directed by the GPIC Emergency Warden.



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N.B.: All GPIC Permits to Work are automatically suspended by the sounding of the GPIC Emergency Sirens. Supervisors must apply for reissue of the GPIC Permit to Work, but only after the 'ALL CLEAR' siren has sounded and the GPIC Supervisor in direct charge of the work activity, gives approval. Or if the Plants Operation Manager clearly announced through the Radio system the revalidation of Permit to Work throughout the Complex or parts thereof, by verbal message.

20.0 SUMMARY

SECURITY: Comply with all GPIC security arrangements relating to persons, vehicles and equipment.

SAFETY COMMITMENT: The responsibility for good safety, health and environment depends on everyone's commitment and efforts.

VEHICLE SAFETY: Keep vehicle speed down and follow all GPIC traffic rules, signs and road markings. Drive and operate vehicles only when licensed and authorised to do so.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT: Plan work so that every person knows what clothing and equipment is needed. Never take risks with personal protection. Be aware of GPIC requirements in regards to hearing, eye, safety at height, respiratory and safety over water.

TRAINING AND SUPERVISION: Superintendents Supervisors, Foremen Leading hands and all other 'Line' Managers drive safety standards. Make certain that people are always well trained and supervised and are responsible for safety at all times.

PERMIT TO WORK (PTW) SYSTEM: GPIC uses a strict Permit to Work (PTW) system to help control all work at its Complex. People must have a Permit to Work issued before starting work at GPIC. There are many categories of GPIC Permits to Work issued. Know what types are needed for which types of work. Stick to the conditions of the Permit to Work. Stop and ask a GPIC Supervisor, if unsure or uncertain.

ACCIDENTS AND INCIDENTS: All accidents and near misses (incidents) must be reported to the GPIC supervisor in charge of the work. The aim is to prevent all serious accidents. Therefore, prompt and accurate reporting of such events is paramount. Help to report, investigate and follow-up these events.



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SMOKING: Is strictly prohibited throughout the Complex and is only permitted in approved GPIC Smoking Shelters. Do not bring lighters and/ or matches to the GPIC Complex.

CARE FOR THE ENVIRONMENT: Only conduct work that is authorized and approved by a GPIC supervisor. While doing so, remember to always protect the land, sea and air by ensuring that the impact of your work will not result on an adverse effect on them. Keep work areas clean and tidy and conserve water and energy as much as possible. Avoid waste of time, resources and material.

MEDICAL FACILITIES, FIRST AID & GENERAL HEALTH: Know what facilities are at GPIC. Only perform work that people are medically fit to conduct. Consider all dangers relating to heat, chemicals and general hygiene, associated with the job.

ELECTRICAL SAFETY: Make sure all equipment and tools are regularly safety checked and marked/ tagged as such. Understand all safety rules and requirements relating to electrical work at GPIC, especially concerning ELCB, Isolating Transformers, confined space work, etc.

MACHINERY AND TOOL SAFETY: All moving and rotating machinery must be safely guarded. Loose clothing & jewellery is not permitted around or nearby such equipment. Do not work with or around machinery unless it is safely guarded or isolated and safe to use.

HEIGHT SAFETY: Ladders must be well designed, regularly checked and used safely at the GPIC Complex. All people involved in work at height must appreciate the need for harness and belt fall protection, correct transportation of equipment, safety of those below and correct scaffolding use.

CRANES AND LIFTING SAFETY: Crane lifts and Hiab lifting operations must be conducted in line with GPIC PTW procedures. All lifting equipment and tackle must be certified as safe to use. Persons involved in this specialist work must also be qualified.

CHEMICAL SAFETY: All persons involved in chemical work must know all precautions and emergency procedures to be taken. Contractors and employees must have a good basic understanding of the types of potentially hazardous chemicals commonly used/ manufactured at GPIC.

GENERAL SAFETY: No sleeping is permitted at GPIC. Safe and responsible behavior is expected at all times. Check with the GPIC Supervisor if unsure of anything to do with safety.



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RADIATION: Be aware of GPIC Radiation safety requirements, especially in regards to Radiography work.

SAFETY REWARDS AND PENALTIES: GPIC recognises safe work practices and issues regular prizes and rewards to people and companies involved. Instances of poor safety practice are not acceptable.

COMPLEX EMERGENCY: Know how to raise the alarm to report an emergency and what the different tones of GPIC's Complex emergency sirens sound like and what to do when they sound.

Where to go and how to get there based on the type of emergency and general wind direction and whom to report to.

Safety at GPIC is everybody's responsibility.

We all have an important role to play.

Assist in preventing accidents & ensuring a safe, healthy, environment friendly and secure workplace by following all GPIC requirements.

Appendix I: GPIC's CONTRACTORS – SAFETY, HEALTH, ENVIRONMENT & SECURITY CARDINAL CODES / REGULATIONS

Wherever possible, GPIC will enforce its safety management standards in a positive and educational manner. However, when a Contractor and/or his company clearly fails to comply with basic safety, health and environment requirements, the following list of cardinal offences and associated penalties shall be used as a discipline guideline for key personnel and management involved in any unacceptable safety, health and environment practice.

Each case will be based on its own merits, taking into account, these guidelines.

The preparation and application of the disciplinary regulation shall be subject to the under-mentioned principles:

1. The regulation shall define the offences committed by the workers or the contractor and the degrees of severity thereof.
2. The regulation prescribes a list of penalties by their degree of severity.
3. That not more than one penalty shall be imposed for the same offence on the same offender.

The application of these cardinal SHE and security rules are the responsibility of the Safety and Security Department at GPIC. The application of the rules is to be coordinated between the Safety and Security Shift Supervisor or the Senior Security Supervisor and the concerned department supervisor/superintendent responsible for the worker.

NOTE: In case of removal of contractor from site; the worker(s) shall be detained at the Safety and Security Building until the concerned supervisor is notified of the removal. It is the concerned supervisor's responsibility to report the removal to his department manager through the proper reporting channels. This may be further facilitated by direct communication between the contracting company supervisor and the concerned supervisor.

No	Type of Offence	1 st Time	2 nd Time	3 rd Time	Additional Actions:
A. Security-Related Offences:					
1.	Bringing cameras inside the complex or photographing its facilities without prior permission	Permanent removal of Badge and written notification to the Company by the relevant department			Reporting to the Ministry of Interior if repeated by others from the same contracting company
2.	Attempting to bring into or being in possession of low risk restricted items in the complex - such as radio handsets, electronic goods, 'hab' seeds, etc.	Final written warning to the company	Permanent removal of Badge and written notification to the Company		Reporting to the Ministry of Interior if repeated by others from the same contracting company the third time
3.	Attempting to bring into or being in possession of high risk restricted items in the complex - such as weapons, explosives, drugs, etc.	Permanent removal of Badge & written notification to the Company by the relevant department			Reporting to the Ministry of Interior
4.	Theft of company or Contractors equipment or other property	Permanent removal of Badge & written notification to the Company by the relevant department			Reporting to the Ministry of Interior
5.	Refusing security search and /or inspection of person, vehicle or belongings	Final written warning letter to the company	Permanent removal of Badge & written notification to the Company by the relevant department		
6.	Assuming a false identity Badge or submitting forged documents or certificates to gain access	Permanent removal of Badge & written notification to the Company by the relevant department			Reporting to the Ministry of Interior, if required
7.	Spying, disclosing sensitive or privileged commercial , technical, security or other information that is not approved by management	Permanent removal of Badge & written notification to the Company by the relevant department			Reporting to the Ministry of Interior
B. Behavioral Offences:					
8.	Failure to follow or obey supervisory instructions	Final written warning letter to the company	Permanent removal of Badge and written notification to the Company by the relevant department		

No	Type of Offence	1 st Time	2 nd Time	3 rd Time	Additional Actions:
9.	Fighting, serious abuse and other unruly behavior	Permanent removal of Badge & written notification to the Company by the relevant department			Reporting to the Ministry of Interior, if required
10.	Careless or negligent behavior or attitude resulting in stopping or delaying the job, equipment damage or compromising safety	Temporary removal of Badge for one month and written warning to the Company by the relevant department	Permanent removal of Badge and written notification to the Company by the relevant department		May also penalize Company for any subsequent uninsured loss of equipment or production costs
11.	Drunk or under the influence of non-prescriptive drugs	When verified by medical professional, immediate expulsion and permanent removal of Badge & written notification to the Company			Reporting to the Ministry of Interior
12.	Immoral, offensive or indecent actions	Immediate expulsion and permanent removal of Badge & written notification to the Company by the relevant department			Reporting to the Ministry of Interior
13.	Vandalism & willful destruction or sabotage of any equipment or property	Immediate expulsion, permanent removal of Badge & written notification to the Company by the relevant department			Reporting to the Ministry of Interior. Also, company may be penalized
C. General Safety Offences:					
14.	Sleeping	Verbal warning to worker(s) and final written warning to the Company by the relevant department	Permanent removal of Badge and written notification to the Company by the relevant department		
15.	Not returning work items to their proper place after use and / or poor housekeeping standards	Verbal warning by immediate supervisor	Final written warning to the Company by the relevant department	Permanent removal of Badge	
16.	Failure to report accidents or damage	Final written warning to the Company by the relevant department	Removal of badge permanently and written notification to the company by the		Will be assessed on case to case bases noting the willful nature and severity of the consequences.

No	Type of Offence	1 st Time	2 nd Time	3 rd Time	Additional Actions:
			relevant department		
17.	Failure to follow Complex Emergency Procedures	Final written warning to the Company by the relevant department	Removal of badge for 1 year and written notification to the company by the relevant department		
18.	Failure to follow GPIC's Permit To Work procedure	Final written warning to the Company by the relevant department	Removal of badge permanently and written notification to the company by the relevant department		Will be assessed on case to case bases noting the willful nature and severity of the consequences
19.	Not providing or using the correct level of minimum Personal Protective Clothing and Equipment – for the work hazards identified	Final written warning to the offender	Removal of badge permanently and written notification to the company by the relevant department		Will be assessed on case to case bases noting the willful nature and severity of the consequences
20.	Operating or tampering with hazardous machinery, vehicles or specialized equipment by unskilled or unqualified persons (Not Trade test approved or qualified by GPIC)	Final written warning to the Company by the relevant department	Removal of badge permanently and written notification to the company by the relevant department		
21.	Attempting to bring lighters or matches into the complex areas, without declaring or surrendering them.	Final written warning to the Company by the relevant department	Removal of badge permanently and written notification to the company by the relevant department		
22.	Attempting to leave the complex unauthorized	Immediate Expulsion and Permanent removal of badge and written notification to the company by the relevant department			
23.	Smoking in areas outside approved smoking shelters and <u>outside</u> Gate Number One	Immediate Expulsion – Temporary 3 - monthly removal of Badge & written notification to the Company	Removal of badge permanently and written notification to the company by the		

No	Type of Offence	1 st Time	2 nd Time	3 rd Time	Additional Actions:
		by the relevant department	relevant department		
24.	Smoking outside Approved Smoking Shelters and within Gate One areas and Process plants and Sitra Wharf.	Immediate Expulsion - Permanent removal of Badge & written notification to the Company by the relevant department			
D. Traffic & Road Safety Offences:					
25.	Failure to wear your seatbelt as Driver or Passenger in a vehicle - inside the complex	Verbal Warning	Final Written Warning	Badge Removal for one year	
26.	Parking vehicles incorrectly, removing keys from ignition or parking and leaving engines running with no one present	Verbal warning to the worker and written warning to the Company by the relevant department	Final written warning to the Company by the relevant department	Removal of badge permanently and written notification to the company by the relevant department	
27.	Speeding, failure to obey signs, directions or basic Bahrain road rules inside the complex	Final written warning to the offender and the Company by the relevant department	Suspend from driving inside the complex.	Removal of badge permanently and written notification to the company	
E. Environment Offences:					
28.	Disposing of any hazardous or potentially hazardous waste in a non-approved manner	Final written warning to the offender and the Company by the relevant department	Removal of badge permanently and written notification to the company by the relevant department		
F. Health Offences:					
29.	Poor Health practices that endanger your own or others health	Final written warning to the offender and the Company by the relevant department	Removal of badge permanently and written notification to the company by the relevant department		