HSE Plan

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I. OBJECTIVE

The HSE Plan of Salalah Environmental Services is designed to comply with local and international, HSE regulations, and to endeavor to maintain a safe and injury/illness free workplace. A copy of the Health, Safety and Environment Standards are available for all employees' use and reference. These Standards shall be available in the home office at all times and will be sent to the jobsite on request.

Compliance with the following HSE Plan and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily CEO of Salalah Environmental Services Company. The Project Manager and Operations manager also share in this responsibility as well.

Royal Decrees
35 / 2003 Labor law 2003
28 / 93 The Traffic Law 1993
46 / 95 Handling & Use of Chemicals 1995
115 / 2001 Protection of Sources of Potable Water from Pollution 2001

Ministerial Decisions
23 / 98 Executive Regulations of the Traffic Law 1998
286/08 Occupational Health & Industrial Safety Precautions 2008
79 / 94 Noise Pollution Control in Public Environment 1994
80 / 94 Noise Pollution Control in Working Environment 1994
145 / 93 Wastewater Reuse and Discharge 1993
17 / 93 Management of Solid Non-hazardous Waste 1993
18 / 93 Management of Hazardous Waste 1993
421 / 98 Septic Tanks, Soak Away Pits and Holding Tanks 1998
118 / 2004 Air Pollution Control from Stationary Sources 2004
21 / 93 Regulations for Civil Defence Measures 1993
II. HSE Plan

It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well being of our employees, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

III. APPLICABILITY

This HSE Plan applies to all employees of Salalah Environmental Services, regardless of position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a company project site.

Every employee is expected to comply with the HSE Policy and Ministry of manpower HSE regulation.

IV. IMPLEMENTATION

This HSE Policy supports six fundamental means of maximum employee involvement:

A. Management commitment to safety.
B. Weekly tool box safety meetings at all jobsites.
C. Effective job safety training for all categories of employees.
D. Job hazard analysis provided to all employees.
E. Audio and/or visual safety presentations given at jobsites by site supervisor.
F. Various incentive awards for exemplary safety performance.
The Project Manager, Operations Manager and Site Supervisor will meet at least once a month to evaluate all areas of safety and make recommendations to the company CEO.

V. ADMINISTRATION

The HSE Policy will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by project Manager as requested. Each supervisor will be responsible for meeting all of the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his area of responsibility. Each supervisor must also ensure that all accidents are thoroughly investigated and reported to Project manager/Operations manager on the same day of the occurrence.

VI. REPORTING OF INJURIES

All employees will be held accountable for filling out a notice of Injury Form immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor/lead man/foreman/superintendent/project manager, etc. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

A. How they think they hurt themselves.
B. What they were doing at the time.
C. Who they were working with at the time.
D. When and where it happened.
E. Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the HSE Policy, and they may result in immediate termination, in accordance with company policy.

VII. NOTIFICATIONS

A. In Case of Serious Injury or Death
After the injured has been taken to the hospital, the lead man/foreman/supervisor shall notify the main office and CEO as soon as possible. Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. Site supervisor will assist in the investigation. The completed accident report form will sent to the main office.

B. In Case of Inspection by client HSE Inspector

The site supervisor or the employee present in the site must notify the Project/Operations managers that the client HSE Inspector is on the jobsite. It is the responsibility of all employees to make the inspectors visit on the jobsite as pleasant and timely as possible.

VIII. BASIC SAFETY RULES

A. Compliance with applicable Sultanate, state, Port, city, client, and company HSE rules and regulations is a condition of employment.

B. All injuries, regardless of how minor, must be reported to your supervisor and the Safety Office immediately. An employee who fails to fill out a "Notice Of Injury Form" and send it to the Safety Office can be issued a safety violation notice and may be subject to termination, in accordance with company policy. In the event of an accident involving personal injury or damage to property, all persons involved in May required to submit to drug testing.

C. Hard hats will be worn by all employees on the project site at all times. The bill of the hard hat will be worn in front at all times. Alterations or modifications of the hat or liner are prohibited. Crane operators, when in an enclosed cab, have the option of not wearing a hard hat due to the possible obstruction of view.

D. Safety glasses will be worn as the minimum-required eye protection at all times. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required.
E. Fall Protection Requirements

1. Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
2. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of 2-inch diameter wire rope. Vertical lifelines shall be 3/4 inch manila rope or equivalent and shall be used in conjunction with an approved rope grab.
3. Structural steel erectors are required to "hook up" with full body harness and lanyard.
4. Employees using lanyards to access the work or position themselves on a wall or column, etc., must use an additional safety lanyard for fall protection.
5. Man lifts must be used properly. As soon as an employee enters an articulating boom lift and before the lift is started, the employee must put on the harness and attach the lanyard to the lift. Employees are not required to wear harnesses on scissor lifts.

F. Clothing must provide adequate protection to the body. Shirts must have at least a tee sleeve. Shirts with sleeves and long pants will be worn at all times. No shorts are to be worn on projects. All employees, except welders and burners, must tuck shirt tails inside trousers. Burners and welders will not be permitted to wear polyester or nylon clothing. Sturdy work boots with rigid, slip resistant soles are required. No clogs, tennis shoes or loafers are permitted. Steel-toed tennis shoes approved by the Seaport are the only alternative to the leather work boot.

G. All personnel will be required to attend safety meetings as stipulated by project requirements in order to meet Port Safety Standards.

H. Firearms, alcoholic beverages or illegal drugs are not allowed on company property or in company vehicles at any time. When drugs are prescribed by a physician, the Project Manager must be informed. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.

I. Housekeeping shall be an integral part of every job. Supervisors/foremen/lead men and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day.
J. Burning and cutting equipment shall be checked daily before being used. Flash back arresters shall be installed at the regulators on both oxygen and LP bottles. All gas shall be shut off and hoses disconnected from bottles and manifolds at the end of the work day. Caps shall be replaced on bottles when gauges are removed. When gauges are removed and caps replaced, the oxygen and LP bottles shall be separated into storage areas no less than 20 feet apart with a No Fire or Smoking" sign posted and a fire extinguisher readily available. Makeshift field repairs will not be allowed.

K. Drinking water containers are to be used for drinking water and ice only. Tampering with or placing items such as drinks in the water cooler will result in immediate termination. The "common drinking cup" is not allowed. Only disposable cups will be used.

L. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.

M. All extension cords, drop cords, and electrical tools shall be checked, properly grounded with ground fault interrupters (GFI=s), and color-coded by a designated competent person each month. This shall be part of the assured grounding program. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.

N. “Horseplay” on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.

O. Glass containers or bottles of any kind are not permitted on jobsites or in company vehicles.

P. Always follow the job site driving speed limit. No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
Q. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further than 50 feet away from all hot work. Used fire extinguishers must be returned to port safety Department to be recharged immediately. Use of welding blinds is required in high traffic areas.

R. All scaffolding and work platforms must be built and maintained in accordance with Port safety specifications. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend three (3) feet past the working surface. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.

S. Crowfoot connections on air hoses shall be wired to prevent accidental disconnection. Compressed air shall not be used to dust off hands, face or clothing.

T. Report all unsafe conditions and near accidents to the site Supervisor so corrective action can be taken.

U. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.

V. Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.

W. Scaffold Tag System
   1. Green tags are to be placed on 100 percent complete scaffolds with all braces, locks and hand, mid, and toe rails in place before use.
   2. Yellow tags indicate incomplete scaffolds. If scaffold is missing a hand, mid, or toe board, it must have a yellow tag and employees on it must be tied off at all times.
   3. Red tags indicate scaffolds that are in the process of either being erected or disassembled. These scaffolds are not to be used at any time.
4. Scaffold tags should be placed in a highly visible location on the scaffolds for all employees to see.

IX. ENFORCEMENT OF HSE Plan

HSE violation notice(s) shall be issued to any employee, subcontractor, or anyone on the jobsite violating the safety rules or regulations by Operations/HSE Manager.

A. Any violation of HSE rules can result in suspension or immediate termination.
B. Any employee receiving three (3) written general violations within a six (6) month period shall be terminated.
C. Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy.

It is understood that Salalah Environmental Services Company is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

X. Traffic Management and Road traffic accidents

A. Drivers shall be advised to switch on the head lights while on site; not use GSMs while driving; not cross the intersections or negotiate any turns without observing safe clearance The vehicles shall be fit for the purpose; inspected and confirmed to be in safe condition; number of passengers or the load shall not exceed the design capacity of the vehicle; loads shall be secured and all passengers wear seat belts.

B. In case of Road Traffic Accident, if the driver is not injured or has sustained only minor injuries, he shall ensure the following:
   ♦ Switch off the engine and come out of the cabin.
   ♦ Assess the conditions of passengers, if any.
   ♦ Call for help and shift the injured for further medical assistance.
   ♦ Help them to get out of the vehicle, if necessary.
   ♦ If they are injured, remove them only if remaining there is life threatening, as the movement may worsen the injury. Otherwise wait for professional help.
♦ If communication aid is not available, watch out for any vehicle passing nearby and request the driver to inform emergency number using the nearest source of communication.
♦ Do not leave the accident spot till emergency aid reaches the spot. While calling emergency, all relevant details (exact location, nature of accident, type of assistance needed, phone number for further contact and the identity of the caller) should be communicated.

XI. Fire Safety

Fire prevention and protection arrangements shall be emphasised during any activity; following control measures shall be implemented and recovery measures be put in place.

♦ Designated smoking zones and prohibition of smoking; display of ‘No smoking’ signs.
♦ Good housekeeping in work / storage areas and camps.
♦ Prompt collection, segregation & disposal of wastes.
♦ Proper cabling & earthing and regular inspections, to avoid electrical short circuits / sparks; use of industrial sockets for electrical appliances and ensure sockets are not overloaded.
♦ Electrical installations (temporary & permanent) shall be put to use only after inspection & sign-off by designated electricians.
♦ Storage of flammable liquids, including, cleaning solvents and other chemicals shall be in designated areas away from sources of ignition such as heat or naked flame.
♦ Regular inspection & maintenance of vehicle / equipment & other machinery.
♦ Prompt clean-up of oil spills, accumulation of waste.
♦ Provision of proper storage area for with no smoking signs.
♦ Regular cleaning & maintenance of kitchen facilities.

Fire fighting / Provision of fire fighting equipment

Provision of trained fire fighters, portable fire extinguishers of suitable type & capacity in areas with fire potential, regular maintenance & inspection of fire extinguishers shall be implemented.

Assembly point, emergency escape routes.

XII. Permit to Work
Permit to Work system shall be implemented to ensure that certain high risk activities are carried out under necessary precautions without any harm to people, facilities and the environment. This will include permits for:

♣ hot works;
♣ chemical spill, cleaning
♣ heavy lifts;
♣ confined spaces.

Work Permit for the activity concerned at specific location shall be approved by the (Permit Authority)

ATTACHMENT- A

JOB SAFETY CHECKLIST

A. Safety Rules

Hard hats and safety glasses worn

Shirts with sleeves worn

Work shoes worn

Subcontractors' personnel hold safety meetings as indicated by project requirements in accordance with OSHA Safety Standards

Work areas safe and clean

Safety mono-goggles/face shields worn when circumstances warrant

Electrical cords and equipment properly grounded with GFI's in place and checked by a competent person.

No use of alcoholic beverages or controlled substances.

Subcontractors provide fall protection for their employees in accordance with OSHA Safety Standards.

All scaffolds built to specifications as established by OSHA.
Excavation/trenches sloped or shored as established by OSHA.

Drug testing of employees involved in accident(s) resulting in personal injury or property damage.

B. Recordkeeping

OSHA poster "Safety and Health Protection on the Job" posted.

Every year Summary of work related injury or illness (Occupational Injuries and Illnesses) will be posted during the month of February.

Hard hat sign posted in a conspicuous manner.

Weekly safety meeting sign-in logs maintained in a folder with a copy forwarded to the main office weekly.

C. Housekeeping and Sanitation

General neatness

Regular disposal of trash

Passageways, driveways, and walkways clear.

Adequate lighting

Oil and grease removed.

Waste containers provided and used.

Adequate supply of drinking water

Sanitary facilities adequate and clean

Adequate ventilation

D. First Aid

First aid stations with supplies and equipment. The expiration dates of supplies checked monthly. Expired supplies discarded.

Trained first aid personnel

Injuries promptly and properly reported.

E. Personal Protective Equipment
Hard hats
Hearing protection
Eye and face protection.
Respiratory protection
Fall protection.

F. Fire Protection

Fire extinguishers charged and identified.
No Smoking signs posted.
Flammable and combustible material storage area
Fuel containers labeled.

G. Hand and Power Tools

Tools inspected.
Power tools properly guarded.
Safety guards in place.

H. Welding & Cutting

Compressed gas cylinders secured in vertical position.
Hoses inspected.
Cylinders, caps, valves, couplings, regulators, and hoses free of oil and grease.
Caps on cylinders in storage in place
Flash back arresters in place.
Welding screens in place.
Fuel and oxygen cylinders separated in storage.

I. Electrical
All portable tools and cords properly grounded [Ground Fault Interrupters (GFI=s) properly installed].

Daily visual inspection of caps, ends and cords for deformed or missing pins, insulation damage and internal damage.

Tests of cords, tools and equipment for continuity and correct attachment of the equipment grounding connector (GFI) to the proper terminal made every month and:

1. prior to first use.
2. Prior to return to service after repairs.
3. Prior to return to service after incident that may have caused damage to cord or equipment.

Cords and equipment not meeting requirements immediately tagged and removed from service until repairs have been made.

J. Ladders

Inspected at regular intervals

No broken or missing rungs or steps.

No broken or split side rail.

Extend at least 36 inches above landing and be secured.

Side rails of 2 x 4 up to 16 feet, or 3 x 6 over 16 feet.

K. Material Hoists

Inspected at regular intervals

Operating rules posted at operators station.

"No Rider" signs prominently posted at all stations.

All entrances properly protected.

All entrance bars and gates painted with diagonal contrasting stripes.

Experienced operators
Current crane certification inspection sticker and papers on the rig

L. Motor Vehicles

Lights, brakes, tires, horn, etc., inspected at regular intervals.

No overloaded vehicles.

Trash trucks have covers.

No riding on the edge of pickup truck beds.

No riding on concrete trucks, loaders, backhoes, etc.

Functioning back-up alarms on loaders, tractors, backhoes, etc

Fire extinguishers installed and readily available

Seat belts worn at all times

M. Material Storage and Handling

Material at least two (2) feet from edge of excavation site.

Proper temperature and moisture levels for safe storage of materials to prevent deterioration or volatile hazards within the storage area

Inventory maintained and inspected frequently.

Proper protective gear worn when handling chemicals

N. Concrete, Concrete Forms and Shoring

Full body harnesses as positioning devices for employees tying rebar greater than six (6) feet above adjacent working surface have

Automatic shut-off switches on trowel machines.

No riding on concrete buckets or flying forms.

All forms properly shored.

Single post shores braced horizontally.

O. Use of Cranes and Derricks
Prohibition of the use of cranes or derricks to hoist employees on a personal platform except in the situation where no safe alternative is possible.

ATTACHMENT - B

Hazardous Material Spill Cleanup policy

Regardless of the nature of the spill, and before starting any cleanup activities, the employee(s) shall always secure the area around the spill.

This is to include asking all other unnecessary employees and customers to move a safe distance away from the spill site.

The employee(s) shall also barricade or cordon off access to the site with tape or other visual barriers as needed to keep people from wandering into the spill site. Once the area is secure, Management shall be notified of the spill, its location, and when the area is clean. Management shall also notify public officials as necessary.

Cleanup Procedures

Only trained and qualified Company employees shall clean up hazardous material. Employee(s) that are Company qualified, required and directed to conduct the cleanup shall always check the warning label of an unbroken container or the Material Safety Data Sheet (MSDS) of the product involved in the spill or leak. Either the product label or the MSDS should have cleanup procedures (Section VII of the MSDS form). If not, or if time does not permit, the employee(s) shall consider the product extremely hazardous and use the following cleanup procedure:

1. Immediately shut off or eliminate all possible sources of ignition to include turning off anything that might produce a spark, flame, or friction.

2. A fire extinguisher must accompany all ignitable spill cleanups.

3. Cover the spill or leak with absorbent materials to reduce evaporation.
4. Ventilate the area as well as possible by opening doors and windows.

5. If a spill is large, a fan shall be set up at least ten feet from the person cleaning up the spill. The fan shall be behind the person cleaning up the spill to blow the hazardous vapors away from their breathing area.

6. Wear safety goggles, gloves, disposable overshoes, and respirator (as necessary) prior to cleaning up the substance.

7. Small spills (one pint or less) can be cleaned up with absorbent materials (rags, paper towels, etc.), and placed into a plastic bag. These bags will be labeled as a flammable or combustible. The label on the bag must also have the following information:

   (1) the name of the product in the bag, (2) the quantity of material in the bag, (3) name of manufacturer, (4) and the date of the spill. The words “Hazardous Waste” must be clearly marked on the bag.

8. After the spill area is thoroughly dry, the spill area shall be scrubbed with a mild detergent using a broom or mop.

9. The bags shall then be placed in properly labeled containers for disposal. The Company can accumulate hazardous waste on site for up to 90 days without a permit. Disposal shall be in accordance to guidelines of local and state regulations.

10. All efforts shall be taken to prevent hazardous material from entering sewage systems. If infiltration occurs, the fire department shall be notified.
ATTACHMENT-C

Management and Transportation of Hazardous Materials and Chemicals

POLICY

It is the policy of Salalah Environmental Services Co that flammable liquids, toxic chemicals and highly reactive chemicals identified as hazardous substances by the Environmental Protection Agency of Sultanate of Oman shall be handled in a manner which poses no substantial hazard to human health, and shall not be deliberately discarded with the general waste or by any route into the sanitary sewer system. The handling and disposal of these materials shall be in compliance with this Policy and regulations to assure that hazardous materials generated in the activities of Salalah Environmental Company do not pose a substantial hazard to human health and the environment.

Furthermore, it is the policy of Salalah Environmental services to encourage the minimization of hazardous waste generation.

DEFINITION

Hazardous material: Any chemical which poses a hazard to health, property, or the environment.

GUIDELINES

A. Transportation of Hazardous Chemicals

1. All hazardous material shall be transported within secondary containment of sufficient size to hold the entire contents in the event of a spill or leak.

2. Large volumes or numerous bottles should be transported on carts. Carts used for transporting hazardous materials should have sides of sufficient height to restrain containers on the cart. The wheels of the cart should be of adequate diameter to assure smooth travel throughout the route of transport.

3. At no time shall hazardous materials be left unattended during transport.

4. Hazardous materials must not be left unattended outside any hazardous material collection location.
5. Routes of transport for hazardous materials shall be planned to minimize exposure to personnel and patients in the event of a spill.

6. Those transporting hazardous materials should use the freight elevators. If passenger elevators must be used to transport hazardous materials, only empty elevators are to be boarded. Passengers attempting to use the elevator shall be requested to wait for another elevator.

7. In the event of a spill of hazardous material, The company procedure for spills found in this policy is to be followed.

B. Storage of Hazardous Chemicals

1. All chemicals should be labeled and dated when received and again when opened.

2. Flammable materials in containers larger than one gallon shall be stored in approved flammable material storage containers

3. Peroxide forming compounds shall be disposed of six months after opening,

4. Acids and bases shall not be stored with flammable materials in flammable cabinets. Acids should be segregated from bases.

5. Incompatible chemicals shall not be stored together.

6. Stored chemicals should be evaluated annually to determine suitability and integrity for continued use.

7. A sufficient supply of absorbents and neutralizers should be available at all chemical storage location for use in the event of a spill.
ATTACHMENT -D

SAFETY EQUIPMENT CHECKLIST

The following is a list of Safety Equipment that should be on the job, if required, or available from the site supervisor at all times. Equipment should be checked at intervals in accordance with the applicable OSHA Safety Standards by the Superintendent to ensure that all required equipment is present and in good condition.

Safety goggles, shields, and glasses

Hearing protection

Respirators

Hard hats

Fire extinguishers (properly charged).

First aid kit (check list inside kit)

Stretcher or stroke litter (tool room).

Welding masks and goggles

Storage racks for compressed gases.

Guards on all power tools

Trash barrels

OSHA forms posted.

Company "Safety Policy" packet posted.

Company "Hazardous Communication Program" packet posted.

Emergency vehicle (vehicle designated to carry injured to hospital).
ATTACHMENT - E

SAFETY MEETING REPORT

A safety meeting report is signed to indicate attendance. The form has room for employees to sign after attending their weekly safety meeting. This form shall be filled out for each jobsite safety meeting that is held. After completion of the form, make a copy to maintain at each jobsite and return the signed original copy to the main office.

HSE Meeting Date: _________________________

Topic: ________________________________

HSE Meeting Conducted
By: _______________________________________

<table>
<thead>
<tr>
<th>Employee Name (printed)</th>
<th>Position</th>
<th>Employee Signature</th>
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ATTACHMENT -F

EMPLOYEE ACKNOWLEDGMENT

I state that I have attended the safety orientation, and have read and received a copy of the Salalah Environmental Services Co HSE rules and regulations.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to termination, in accordance with company policy.

_________________________________________
EMPLOYEE NAME

_________________________________________
DATE

_________________________________________
SIGNATURE

cc: Supervisor
Employee’s Report of Incident/Accident /illness/Near Miss Form

Instructions: Employees shall use this form to report all work related injuries, illnesses, or “near miss” events (which could have caused an injury or illness) – no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

<table>
<thead>
<tr>
<th>I am reporting a work related:</th>
<th>Incident</th>
<th>Accident</th>
<th>Illness</th>
<th>Near miss</th>
<th>property</th>
</tr>
</thead>
</table>

Your Name: 
Job title: 
Supervisor: 
Have you told your supervisor about this Incident/Accident - injury/near miss?  

<table>
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<tr>
<th>Date of injury/near miss:</th>
<th>Time of injury/near miss:</th>
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Names of witnesses (if any): 
Where, exactly, did it happen? 
What were you doing at the time? 
Describe step by step what led up to the Incident/Accident- injury/near miss. (continue on the back if necessary): 
What could have been done to prevent this Incident/Accident -injury/near miss? 
What parts of your body were injured? If a near miss, how could you have been hurt? 
Did you see a doctor about this Incident/Accident -injury?  

If yes, whom did you see?  
Doctor’s phone number: 
Date: 
Time: 
Has this part of your body been injured before?  

<table>
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<tr>
<th>Yes</th>
<th>No</th>
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If yes, when?  
Supervisor: 
Signature:  
Date: 