Al Jazeerah Drilling	**OPERATIONAL CONTROL PROCEDURE**	GEN .OCP.01 R 0
	Title : GENERAL HSE GUIDELINES	

1. Purpose: To ensure Safe working environment at workplace.
2. Scope : **AL JAZEERAH DRILLING LLC Sites**
3. Responsibility : Project Manager /Individual employees
4. Cross reference: ISO 14001:2015 & ISO 45001 :2018
5. Procedure

1.	Attend all Safety trainings, Meetings conducted by your site personnel or site HSE officer
	Report all unsafe acts and conditions to your immediate supervisor. Unsafe conditions should be corrected immediately to prevent injury. Safety hazards can be reported either to your supervisor or site HSE Officer. There will be no punishment or disciplinary action for reporting unsafe conditions or work practices.
3.	Familiarize yourself with emergency procedures for each location. You are responsible to know how to react in emergency situations. Contact your site HSE officer or supervisor if emergency procedures are unknown.
4.	Keep all exterior doors unlocked or capable of being opened from the inside when buildings, Port cabin are occupied. Aisles, electrical panels, and fire exits are to be kept clear at all times. All fire fighting equipment's must remain clear and accessible at all times.
5.	Do not attempt to alter, modify, displace, or remove any existing safety equipment. Safety switches and other safety mechanisms are installed for your protection.
6.	Report all injuries, no matter how minor, to your supervisor immediately so proper medical or first aid treatment can be arranged.
7.	Wear appropriate clothing and necessary personal protective equipment needed for the job.
8.	Ensure all employees and visitors' undergone HSE induction training before going to work location.
9.	Working under the influence of illegal drugs or alcohol is prohibited.
10.	Observe designated smoking areas. Smoking is not allowed in any Office or Port cabins.
11.	Do not handle or repair tools, machinery, or equipment unless you have been trained and authorized by your supervisor.
12.	Store all flammable liquids and Gases in designated place. Review Material Safety Data Sheets (MSDS) with your supervisor prior to using any chemicals.
13.	Obey all safety signs. Vehicles are to be parked in their assigned location.
14.	Do not engage in pranks, horseplay, fighting or other unsafe acts. This could result in serious injury to yourself and/or your fellow employees or visitors.

6. Records - HSE forms

7. Verification, Corrective and Preventive Action: Project Manager, HSE Manager/Officer shall ensure effective implementation of the above procedure.

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