AL TANMIA CHEMICALS LLC

HEALTH, SAFETY & ENVIRONMENT (HSE) PROCEDURES AND WORK INSTRUCTIONS
Document No.: ATC-HSE-M-001
Revision: 00
Effective Date: 26 October 2026
Department: HSE / Operations
Approved By: Management
Document Status: Controlled Document

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1. PURPOSE

The purpose of this document is to establish safety procedures and work instructions to prevent workplace injuries, occupational illness, chemical exposure, environmental pollution, property damage and unsafe working conditions.
Al Tanmia Chemicals LLC is committed to maintaining a safe working environment for employees, contractors, visitors and customers.

2. SCOPE

These procedures apply to all company employees, contractors and visitors involved in:

- Office and administrative activities.
- Chemical storage, handling and transportation.
- Oil & Gas and industrial chemical supply.
- Water-treatment chemical handling and dosing.
- Chemical cleaning and chilled-water flushing projects.
- Filtration equipment installation and operation.
- Dosing pump installation, testing and commissioning.
- Customer site visits and technical services.

3. HSE POLICY

Al Tanmia Chemicals LLC shall:

1. Provide a safe and healthy working environment.
2. Identify workplace hazards and assess associated risks.
3. Ensure safe handling, storage and transportation of chemicals.
4. Provide appropriate PPE and safety training.
5. Maintain first-aid facilities and fire safety equipment.
6. Prevent environmental pollution and uncontrolled chemical discharge.
7. Investigate incidents and implement corrective actions.
8. Comply with applicable Oman HSE and environmental requirements.
9. Promote employee awareness and continuous improvement in safety performance.

4. RESPONSIBILITIES

4.1 Management

- Approve and implement the HSE policy.
- Provide appropriate safety resources and PPE.
- Ensure adequate training and awareness.
- Review HSE performance and incidents.

4.2 Sales Manager

- Ensure departmental activities follow company HSE requirements.
- Coordinate with management on safety matters.
- Ensure employees receive relevant safety awareness.

4.3 Assistant Manager – Sales & Services (Water Treatment)

- Ensure water-treatment service activities are carried out safely.
- Review chemical handling and dosing requirements.
- Ensure site risk assessments and method statements are prepared where required.
- Ensure technicians use appropriate PPE and follow customer site rules.

4.4 Assistant Manager – Sales & Services (Oil & Gas)

- Ensure Oil & Gas chemical supply and service activities comply with customer HSE requirements.
- Review chemical hazards and SDS before supply or handling.
- Coordinate safety documentation and site requirements.

4.5 Sales Engineer – Industrial Chemicals

- Ensure safe handling and delivery coordination of industrial chemicals.
- Communicate product hazards and SDS information to customers.
- Report unsafe conditions and incidents.

4.6 All Employees

- Follow HSE procedures and instructions.
- Wear required PPE.
- Report hazards, near misses and incidents.
- Avoid unauthorized handling of chemicals and equipment.
- Participate in safety training and emergency drills.

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5. GENERAL OFFICE SAFETY PROCEDURE

1. Keep offices, walkways and emergency exits clean and unobstructed.
2. Do not overload electrical sockets or extension cables.
3. Report damaged electrical equipment immediately.
4. Keep fire extinguishers accessible.
5. Maintain a stocked and accessible first-aid box.
6. Store documents and materials without obstructing walkways.
7. Do not smoke inside the office or designated non-smoking areas.
8. Switch off unnecessary electrical equipment after working hours.
9. Report slips, trips, falls and other hazards immediately.
10. Maintain emergency contact details in a visible location.

6. CHEMICAL HANDLING AND STORAGE PROCEDURE

6.1 Before Handling Chemicals

- Obtain and review the latest Safety Data Sheet (SDS).
- Identify chemical hazards, incompatibilities and required PPE.
- Confirm that the chemical container is properly labelled.
- Ensure suitable ventilation is available.
- Confirm that emergency washing facilities and spill-control materials are available where required.
- Verify that personnel are trained for the activity.

6.2 During Chemical Handling

- Wear PPE specified by the SDS and task risk assessment.
- Avoid direct contact, inhalation and accidental ingestion.
- Use suitable chemical-resistant transfer equipment.
- Never mix chemicals without technical approval and compatibility verification.

- Do not use food or beverage containers for chemical storage.
- Keep containers closed when not in use.
- Avoid handling chemicals near drains or unprotected water sources.

6.3 Chemical Storage

- Store chemicals in designated and appropriately ventilated areas.
- Segregate incompatible chemicals.
- Keep acids, alkalis, oxidizers and other incompatible materials appropriately separated.
- Maintain suitable secondary containment where required.
- Keep containers upright, closed and clearly labelled.
- Protect chemicals from excessive heat, sunlight and moisture as specified by the SDS.
- Maintain an updated chemical inventory.
- Keep storage areas accessible for inspection and emergency response.

6.4 Chemical Transportation

- Use suitable and compatible packaging.
- Ensure containers are secured against movement.
- Maintain product labels and relevant SDS documents.
- Follow applicable dangerous-goods transportation requirements.
- Do not transport incompatible chemicals together unless permitted by the applicable requirements.

7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE shall be selected based on the chemical SDS, task risk assessment and customer site requirements.

Typical PPE includes:

- Safety helmet.
- Safety shoes.
- Chemical-resistant gloves.
- Safety goggles or face shield.
- Coveralls or suitable protective clothing.
- Respiratory protection where identified by risk assessment.
- Hearing protection where required.

Employees shall inspect PPE before use and report damaged or unsuitable equipment.

8. CHEMICAL SPILL RESPONSE PROCEDURE

1. Stop work and alert nearby personnel.
2. Identify the chemical involved without approaching an unsafe area.
3. Refer to the SDS and emergency instructions.
4. Isolate the affected area and restrict access.
5. Notify the responsible supervisor and emergency response team.
6. Only trained personnel equipped with suitable PPE shall handle the spill.
7. Prevent chemicals from entering drains, soil or watercourses where this can be done safely.
8. Use compatible spill-control materials.
9. Collect contaminated absorbents and waste in suitable labelled containers.
10. Arrange disposal through an authorized waste-management route.
11. Report and document the incident.

Important: Do not attempt to neutralize an unknown chemical spill or mix spill residues with other chemicals.

9. FIRE SAFETY AND EMERGENCY PROCEDURE

1. Raise the alarm immediately upon discovering a fire.
2. Inform personnel and evacuate the premises using designated escape routes.
3. Contact the relevant emergency services.
4. Do not use lifts during evacuation.
5. Assemble at the designated assembly point.
6. Account for employees and visitors.
7. Only trained personnel may attempt to extinguish a small, incipient-stage fire when a safe escape route is available.
8. Do not use water on chemical fires or electrical fires unless the fire classification and equipment instructions confirm it is safe.
9. Keep fire extinguishers inspected and accessible.
10. Record fire incidents and conduct corrective-action reviews.

10. FIRST-AID PROCEDURE

1. Provide access to a suitably stocked first-aid box.
2. Identify trained first-aid personnel where required.
3. Inform the responsible supervisor immediately following an injury.
4. Provide first aid only within the limits of the person's training.
5. Seek medical assistance for serious injuries or chemical exposure.
6. For chemical contact, follow the SDS emergency instructions and use an emergency eyewash or safety shower where available.
7. Record all injuries and first-aid cases.
8. Replenish used or expired first-aid supplies.

11. CHEMICAL CLEANING AND FLUSHING WORK INSTRUCTION

11.1 Before Starting Work

- Obtain customer authorization and site access approval.
- Prepare a job-specific risk assessment and method statement.
- Review SDS and technical data for all chemicals.
- Confirm chemical compatibility with the system materials.
- Inspect pumps, hoses, filter housings, connections and electrical equipment.
- Verify pressure ratings and equipment suitability.
- Confirm emergency arrangements and communication procedures.
- Conduct a toolbox talk before starting work.

11.2 During Flushing and Cleaning

- Ensure hoses and connections are securely installed.
- Use suitable pressure-rated hoses and fittings.
- Install appropriate filtration equipment.
- Keep personnel clear of pressurized connections.
- Never disconnect hoses or fittings while the system is pressurized.
- Monitor pressure, flow, temperature and chemical concentration.
- Prevent uncontrolled chemical discharge.
- Stop work if leakage, abnormal vibration, excessive pressure or unsafe conditions occur.

11.3 After Completion

- Depressurize and isolate equipment before dismantling.
- Collect and dispose of used chemicals and contaminated filters appropriately.

- Clean the work area.
- Return equipment to designated storage.
- Submit job completion and safety records.

12. DOSING PUMP INSTALLATION AND COMMISSIONING WORK INSTRUCTION

1. Review the approved design and installation requirements.
2. Confirm the chemical compatibility of the pump head, seals, tubing and fittings.
3. Verify the electrical supply and earthing arrangements.
4. Ensure suitable isolation and non-return arrangements are installed as required.
5. Install the pump securely in a suitable location.
6. Confirm that suction and discharge connections are properly secured.
7. Check for leaks before commissioning.
8. Prime the pump according to the manufacturer's instructions.
9. Verify the dosing rate and operating pressure.
10. Test the system under controlled conditions.
11. Record commissioning results and obtain customer acceptance where applicable.

Electrical work shall only be performed by competent and authorized personnel.

13. FILTER HOUSING AND FILTRATION EQUIPMENT WORK INSTRUCTION

1. Confirm the filter housing pressure and temperature ratings.
2. Isolate and depressurize the system before opening the housing.
3. Verify that the housing is fully depressurized before removing the cover.
4. Install the correct filter bag or cartridge.
5. Inspect seals and gaskets before closing the housing.
6. Secure the cover according to manufacturer instructions.
7. Repressurize gradually and inspect for leaks.
8. Monitor differential pressure during operation.
9. Replace filter elements when required by operating conditions or manufacturer recommendations.
10. Dispose of used filter elements according to the chemical contamination and waste requirements.

14. WORKING AT CUSTOMER SITES

Employees shall:

- Follow the customer's site HSE rules.
- Complete site induction before starting work.
- Obtain required permits to work.
- Attend toolbox talks.
- Use site-specific PPE.
- Follow access restrictions and emergency instructions.
- Report unsafe conditions immediately.
- Stop work where there is an immediate safety risk.

No employee shall undertake confined-space entry, hot work, electrical work at height or other high-risk activities without the required competence, authorization and permits.

15. INCIDENT AND NEAR-MISS REPORTING

All incidents, injuries, near misses, chemical spills, property damage and unsafe conditions shall be reported to the responsible supervisor.

The incident shall be:

1. Recorded.
2. Investigated to identify immediate and underlying causes.

3. Reviewed for corrective and preventive measures.
4. Assigned to a responsible person.
5. Followed up to verify effectiveness.

16. ENVIRONMENTAL PROTECTION

Al Tanmia Chemicals LLC shall:

- Prevent uncontrolled chemical discharge.
- Avoid contamination of soil, groundwater and drainage systems.
- Segregate chemical and general waste.
- Store hazardous waste in suitable labelled containers.
- Use authorized waste disposal arrangements where required.
- Maintain housekeeping in offices, storage areas and project sites.
- Report environmental incidents and implement corrective actions.

17. HSE TRAINING AND AWARENESS

Employees shall receive appropriate training and awareness based on their job responsibilities.

Training may include:

- General workplace safety.
- Fire safety and evacuation.
- First-aid awareness.
- Chemical handling and SDS awareness.
- PPE use.
- Spill response.
- Manual handling.
- Electrical safety awareness.
- Customer site HSE induction.
- Task-specific equipment safety.

18. INSPECTION AND MONITORING

The company shall conduct periodic inspections of:

- Fire extinguishers.
- First-aid boxes.
- Electrical installations and office equipment.
- Chemical storage and labels.
- PPE availability and condition.
- Spill kits.
- Work equipment and hoses.
- Housekeeping and emergency access.

Inspection findings shall be recorded and corrective actions followed up.

19. HSE DOCUMENTED RECORDS

No.	Record	Document Reference
1	HSE Policy	ATC-HSE-POL-001
2	Risk Assessment Register	ATC-HSE-R-001
3	Job Safety Analysis (JSA) Form	ATC-HSE-F-001
4	Toolbox Talk Attendance	ATC-HSE-F-002
5	PPE Issue Register	ATC-HSE-R-002
6	Chemical Inventory Register	ATC-HSE-R-003
7	SDS Register	ATC-HSE-R-004

8	Fire Extinguisher Inspection Checklist	ATC-HSE-F-003
9	First-Aid Box Inspection Checklist	ATC-HSE-F-004
10	Chemical Spill / Incident Report	ATC-HSE-F-005
11	Accident and Near-Miss Register	ATC-HSE-R-005
12	HSE Training Register	ATC-HSE-R-006
13	Equipment Inspection Checklist	ATC-HSE-F-006
14	Site Safety Inspection Checklist	ATC-HSE-F-007
15	Emergency Drill Record	ATC-HSE-F-008
16	Waste Disposal Register	ATC-HSE-R-007
17	Permit-to-Work Register, where applicable	ATC-HSE-R-008

20. ISO 9001:2015 REFERENCE

This document supports:

- Clause 7.1.3 – Infrastructure.
- Clause 7.1.4 – Environment for the operation of processes.
- Clause 7.2 – Competence.
- Clause 7.3 – Awareness.
- Clause 7.5 – Documented information.
- Clause 8.1 – Operational planning and control.
- Clause 8.4 – Control of externally provided processes, products and services.
- Clause 8.5 – Production and service provision.
- Clause 10.2 – Nonconformity and corrective action.

Note: ISO 9001 is a quality management standard, not a substitute for a dedicated occupational health and safety management system. This manual must be supplemented by applicable Oman legal requirements and customer/site-specific HSE controls.