AL TANMIA CHEMICALS LLC

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

MEASUREMENT & MONITORING PROCEDURE

ROLE	NAME	SIGNATURE	DATE
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1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	06 Oct 2025	Original issue.	MANAGING DIRECTOR

1. PURPOSE:

The purpose of this Chapter is to establish, implement and maintain a process for the HSE monitoring and reporting requirements of **AL TANMIA CHEMICALS LLC**

2. SCOPE:

This Chapter applies to all HSE activities of **AL TANMIA CHEMICALS LLC** in conformance to its HSEMS based on the requirements of ISO 14001:2015 & ISO 45001:2018.

3. APPLICATION:

This Chapter applies to the whole organization of the **AL TANMIA CHEMICALS LLC** in which the HSEMS is implemented and monitored.

4. DEFINITIONS:

Organization – company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration i.e., **AL TANMIA CHEMICALS LLC**

4.1 OH&S – refers to Occupational Health & Safety.

4.2 ISO – refers to International Standardization for Organizations.

4.3 OHSAS STANDARD DEFINITIONS:

Lost Time Injury (LTI):

A lost time injury is any work–related injury that causes the employee's absence from scheduled work for one day (or shift) or more excluding the day of injury.

Work Loss Day:

When an employee missed one full day or more of a scheduled work due to work related injury.

Note: If LTI occurs during a project, the project Safe Man-hours will become zero after LTI and will again start from there on.

Restricted Work Injury (RWI):

When as a result of a work-related injury, health care professional keeps, or recommends keeping an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

Medical Treatment (MT):

Significant work-related injuries beyond first aid that are diagnosed and / or treated by a physician or other licensed health care professional. These include any work-related case involving a fracture or cracked bone, or a punctured eardrum etc.

Additional criteria that can result in medical treatment case include:

- Any needle-stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material.
- Any case requiring an employee to be medically removed under the requirements of an OHSAS standard.

OHSAS Recordable Cases

LTI, RWI and MT are considered as OHSAS record able cases.

First Aid (FA):

First aid means the following treatments for work-related injuries and illnesses.

- Visit(s) to a health care provider limited to observation.
- Diagnostic procedures, including the use of prescription medications solely for diagnostic purposes (e.g., eye drops to dilate pupils).
- Use of nonprescription medications, including antiseptics.
- Simple administration of oxygen.
- Administration of tetanus or diphtheria shot(s) or booster(s).
- Cleaning, flushing or soaking wounds on skin surface.
- Use of wound coverings such as bandages, gauze pads, etc.
- Use of any hot/cold therapy (e.g., compresses, soaking, whirlpools, non-prescription skin creams/lotions for local relief, etc.) except for musculoskeletal disorders Use of any totally non-rigid, non-immobilizing means of support (e.g., elastic bandages).
- Use of eye patches.

- Removal of foreign bodies not embedded in the eye if only irrigation or removal with a cotton swab is required.
- Removal of splinters or foreign material from areas other than the eyes by irrigation, tweezers, cotton swabs or other simple means Health care provider is a person operating within the scope of his or her license, registration or certification in health care.

First Aid cases must be reported and analyzed to suggest corrective actions in order to avoid major injuries.

Near miss (NM):

A near Miss is a potential hazard or incident that has not resulted in any personal injury. Modern way of HSE management is to encourage reporting of near misses. These must be reported and analyzed to reach to the root cause to avoid recurrence. Note that casual attitude in handling the near miss cases may lead to serious incidents.

Incident:

This includes fire, property loss, environment impact, and community related incidents that are not covered in incident reporting otherwise.

OHSAS STANDARD FORMULA

Incident Rate/ Frequency Rate are the number of injuries and/or illnesses per 100 full-time workers in one year and calculated as:

$$\frac{N \times 200{,}000}{EH}$$

- N = number of injuries and/or illnesses
- EH = total hours worked by all employees during the calendar year
- 200,000 = For 100 full-time equivalent workers working 40 hours per week and 50 weeks per year

Severity rate is the total lost workdays due to injury or illnesses per 100 full-time workers per year and calculated as:

$$\frac{L \times 200{,}000}{EH}$$

- L = number of lost workdays due to injuries or illnesses
- EH = total hours worked by all employees during the calendar year
- 200,000 = For 100 full-time equivalent workers working 40 hours per week and 50 weeks per year

5. PROCEDURE:

5.1 Developing HSE Monitoring Program:

a) The MANAGING DIRECTOR shall develop the monitoring of HSE and of this manual, as implemented by **AL TANMIA CHEMICALS LLC** This shall include the monitoring of:

- HSE Policy;
- Achievement of the HSE objectives and targets;
- Implementation of the HSE management programs;
- Compliance to HSE standard operating procedures.

b) An HSE monitoring and reporting plan shall be developed, which outlines the key objectives, targets and performance indicators to be monitored and reported. A "List of Targets & Objectives" shall be prepared and maintained by the HSE Management Representative, which the HSE Management Committee has agreed to measure and report.

c) The HSE Management Representative shall use the agreed Key Performance Indicator (KPI) stated in the OTP to measure and report against the target set.

5.2 Implementation of HSE Monitoring Program

a) The MANAGING DIRECTOR shall regularly monitor the implementation of the HSE Management System of **AL TANMIA CHEMICALS LLC** This shall be carried out through formal audits, inspections and management reviews.

b) The Management Representative shall ensure that adequate resources are provided for the effective implementation of audits, inspections and reviews. In addition, he shall ensure that resources are committed to collating, evaluating, analyzing and reporting HSE performance.

5.3 Reporting of HSE Performance

a) The MANAGING DIRECTOR shall develop an HSE performance report format duly approved by the HSE Management Committee. The "HSE Performance Report" shall contain performance data covering the minimum reporting requirements as outlined in the 'Objectives, Targets & Programs' (OTP).

b) The HSE Performance Report shall be submitted to the organization's Top Management and to the HSE Management Committee on a quarterly basis.

5.4 Hazard/Near Miss Reporting & Investigation

The HSE Management Representative shall develop an OH&S hazard identification and risk assessment form, including a procedure, and shall ensure that systematic and routine onsite/workplace hazard assessments are carried out in all of the **AL TANMIA CHEMICALS LLC** 's buildings, offices and facilities, at least on an annual basis; or as deemed necessary.

a) The HSE Management Representative shall ensure that a standard onsite hazard assessment form is used in hazards identification. Also, he shall ensure that the completed onsite hazard assessment form and associated control measures are documented – 'Risk Management' of this HSE Manual and followed up accordingly.

b) The MANAGING DIRECTOR shall ensure that all hazards and near-misses are reported and if deemed necessary, investigated in accordance with provided in procedures and forms.

c) All results of Near-Miss Reports & Investigations shall be documented in – Risk Management Register, which shall be followed-up and close out accordingly.

d) The HSE Management Representative is responsible for reporting all near-misses and investigation results to the Top Management and to the HSE Management Committee on a quarterly basis. The results shall form part of the organization's HSE Performance Report.

5.5 Incident Reporting & Investigation Procedure

a) The HSE Management Representative and/or the HSE Officer shall ensure that all OH&S incidents are reported and if deemed necessary, investigated.

b) The HSE Management Representative and/or the HSE Officer shall ensure that 'Incident Report & Investigation Form' is used and fully accomplished for all reported incidents and that these are documented in the HSE Records– 'Risk Management' of the HSE Manual and are followed-up accordingly.

c) The MANAGING DIRECTOR is responsible for reporting all incidents and investigation results to the Top Management and to the HSE Management Committee on a quarterly basis. The results shall form part of the organization's HSE Performance Report.

6. RESPONSIBILITIES:

6.1 MANAGING DIRECTOR – responsible for ensuring that the HSE implementation of **AL TANMIA CHEMICALS LLC** is properly monitored and reported.

6.2 HSE Management Representative – responsible for developing and coordinating the HSE monitoring and reporting framework; and for reporting to the Top Management, HSE Management Committee.

7. RECORDS / DOCUMENTS:

HSE Performance Report	IMS-MM-F01