

# ZUJOFF NIGERIA LIMITED

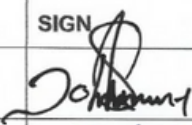


## HSE-MANAGEMENT SYSTEM

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#### Review and Approval Record of this Document

ACTION	NAME	FUNCTION	SIGN	DATE
Approved by	JOHN ZUOFA	Managing Director		26/08/24
Checked by	Engr	General Manager		24/08/24
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Table: Distribution List

TITLE	DEPARTMENT	MANUAL NUMBER
Managing Director	Corporate	1

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Finance & Admin Manager	Administration	2
Human Resources Manager	Administration	1
General Manager	Engineering	2
Tech/Engineering Manager	Engineering	2
QA/QC Manager	QC Department	3
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# ZUOJOFF NIGERIA LIMITED

## 1.0 INTRODUCTION AND OVERVIEW

### 1.1 Background

ZUOJOFF Nigeria Limited (ZUOJOFF) is an indigenous company involve in Construction, Procurement, Project Management, and Manpower Development & Training, as well as General Services, and Quality Management Services. The whole activity of the company is driven in accordance to requirements of HSE-MS procedures.

This manual has been prepared in agreement with the HSE-MS Guidelines as it relates to the scope, volume and range of activities of ZUOJOFF NIGERIA .

ZUOJOFF NIGERIA Quality Management Manual guarantees implementation, audit, review and improvement of its HSE-MS procedures. It also ensures the integration of the HSE-MS quality structure into the existing management system of all ZUOJOFF NIGERIA activities. In addition, it certifies ownership and sets out the accountability of the various levels of management. The HSE-MS structure also enhances the identification and management of risk within ZUOJOFF NIGERIA operations.

The HSE officer is the HSE-MS custodian and is responsible for the implementation, periodic review and maintenance of the HSE-MS.

The criteria used for preparation this manual is based on all activities carried out in ZUOJOFF NIGERIA Services as it relates to the standard HSE-MS.

### 1.2 Structure Of The HSE-MS

This manual is documented in Parts and integrates all elements of HSE-MS into all activities at ZUOJOFF NIGERIA for which there is commitment through all levels of implementation.

**SECTION 1:** This section of the HSE-MS provides background on the development and implementation of the HSE-MS.

Also presented in this section is the HSE-MS model.

**SECTION 2:** Section 2 handles the component element of HSE-MS with respect to ZUOJOFF NIGERIA operations.

- Leadership and Commitment.

This addresses top-down commitment to HSE and company culture essential to the success of the system.

- Policy and Strategic Objectives.

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This describes all HSE and other related policies as it relates to the management and reduction of risk associated with ZUOJOFF NIGERIA activities against which goals set are achieved within the HSE-MS plan.

- Organization, Responsibilities, Resources, Standards and Documentation.

The Organization and responsibility of people, resource allocation, Compliance with standards, communication and document control are all covered in this element.

- Hazards and Effect management Process.  
Provides details of HSE hazard identification, assessment, control and recovery with respect to the overall HSE-MS.
- Planning and Procedures.  
This outlines the company's planning of activities, managing changes and developing emergency response measures.
- Implementation, Monitoring and Corrective Action.  
This element provides guidelines for execution of activities, monitoring and corrective measures to be taken when necessary.
- Auditing.  
This element allows for periodic assessment of system performance, effectiveness and suitability.
- Management Review and Improvement.  
This element ensures regular periodic management review of HSE-MS for systematic improvement.

### **1.3 HSE-MS Model.**

ZUOJOFF NIGERIA in a bid to achieve its corporate objectives has incorporated the HSE Management system to cater for all its HSE requirements; The management system which follows the basic "Plan-Do-Check- Feedback" steps of a quality system permits the company to adopt a systemic approach to hazards and effects Management in all its operations. The main elements of the system are shown in

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figure 1.1.

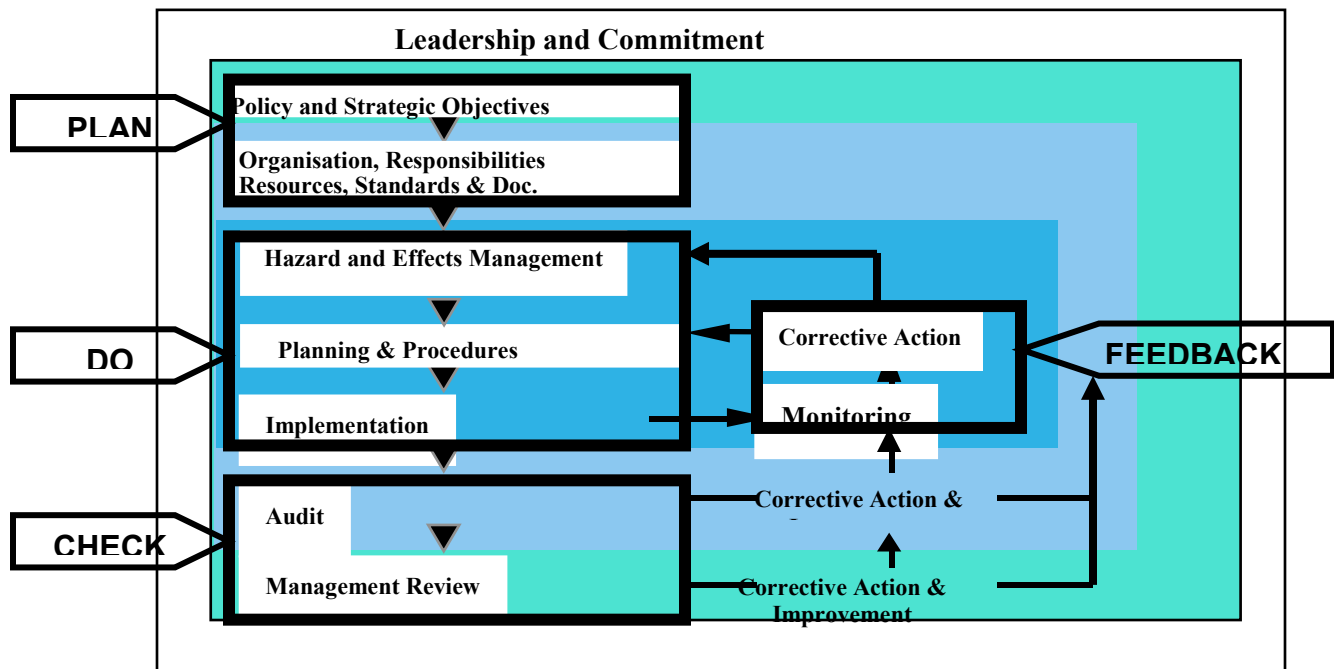


Figure 1.0: HSE-MS MODEL

## 2.0 ELEMENTS OF THE HSE MANAGEMENT SYSTEM

### 2.1 Leadership and Commitment

ZUJOFF NIGERIA Management visibly expresses strong commitment to the development, operation and maintenance of the HSE-MS and attachment of the policy and strategic objectives. In its allocation of sufficient resources, belief in the improvement of company's HSE performance, participation at all levels of HSE-MS implementation, recognition of performance when objectives are achieved and encouragement of staff.

### 2.2 Policies and Strategic Objectives

ZUJOFF NIGERIA HSE policies are relevant to the activities; commit the company to meet all relevant regulatory and legislative requirements and is consistent with companies other policies and those of technical partners.

The policies also provide for the setting of HSE Strategic objectives that binds the company to continuous efforts at improving its HSE performance.

Formulation of policies and setting of objectives are based on hazards and effect relevance to the stated operations.

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## 2.2.1 Health, Safety and Environment Policy

ZUOJOFF NIGERIA will at all times ensure quality services by taking every reasonable measure to ensure health and safety of all employees, clients, sub-contractors, host community and the environment within the limits of international quality standards.

The policy ensures that:

- Client satisfaction is guaranteed at all times.
- Health and safety of all employees, clients, other personnel and host communities are secured from the impact of ZUOJOFF NIGERIA field activities before and after job execution.
- Compliance of sub-contractors to ZUOJOFF NIGERIA HSE policy.
- Reduction of ZUOJOFF NIGERIA activities' impact on the environment within its operational area.

## 2.2.2 Drug and Alcohol Policy

ZUOJOFF NIGERIA is committed to an alcohol and drug free environment. Either for employees, agents or sub-contractors in recognition of the fact that abuse of these or any other substance including weapons will affect adversely the overall HSE performance of the company.

The above policy excludes:

- Abuse of prescribed drugs, illicit acquisition of un-prescribed drugs, consumption of alcohol; and smoking within the ZUOJOFF NIGERIA premises including field operational premises.
- Personnel working under the influence of ability impairing drugs.

## 2.2.3 Security policy

TOPLINE Nig. Limited ensures at all times the safety of its employee, assets and stakeholders associated with ZUOJOFF NIGERIA operations.

Therefore implying that

- Security of life and property is upheld at all in all business operations
- Risk/Hazard of all security issues are identified and controlled.
- Security conscious workforce is established and maintained at all times

## 2.2.4 Driving Policy

It is the policy of ZUOJOFF NIGERIA that only persons who have undergone and passed appropriate test and are competent are allowed to drive in compliance with the under-listed guidelines.

- Staff and other occupants of vehicle wear seatbelts
- Staff must observe all road signs and speed limits
- Staff shall ensure that all vehicle particulars, relevant car tools and accessories are accurate and intact before embarking on any trip.

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- Staff are not allowed to commence trips after 5:00pm and night driving is totally prohibited.

## 2.2.5 Environmental Policy

ZUJOFF NIGERIA is dedicated to:

- ❖ Complying with applicable environmental legislation
- ❖ Continuous improvement of its environmental performance
- ❖ Reducing waste generation contractors and clients
- ❖ Review of environmental objectives and targets

## 2.2.6 Community Affairs

ZUJOFF NIGERIA maintains a good relationship with the host community and sensitive to the needs of the host communities. ZUJOFF NIGERIA will give the highest priority to health, safety and security of the host communities and members of public. ZUJOFF NIGERIA will continually assess environmental impact and reduces to a level as low as reasonably practicable. In addition ZUJOFF NIGERIA is committed to the development of host communities and the general public.

## 2.2.7 Accreditation and Legislation

ZUJOFF NIGERIA Managerial unit for Procurements and Supplies Services is committed to highest QA/QC programme through its total adherence to all applicable standards, specifications and regulation and is registered with the following regulatory bodies for ease of identification and implementation of these standards.

- i) Department of Petroleum Resources
- ii) Nigeria Society of Engineers
- iii) National Petroleum Investment Management Services (NAPIMS)

ZUJOFF NIGERIA has also identified with the all legislation associated with Procurements and Supplies Services Company. Some of these legislations include:

- i) Department of Petroleum Resources (DPR), Environmental Guidelines and Standards for the Petroleum Industry in Nigeria, Draft Revised Edition 1999.
- ii) E & P Forum, Guidelines for the Development and Management systems report No. 6.36/210
- iii) Workmen Compensation Act, CAP 470. In addition to the foregoing, ZUJOFF NIGERIA encourages its staff and contractors to seek memberships to professional and regulatory bodies which affords ZUJOFF NIGERIA full participation in meetings, seminars, workshops and conference where reviews, publication and relevant legislation are made known to staff. This in turn assists ZUJOFF NIGERIA to achieve its HSE objectives.

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## 2.2.8 STRATEGIC OBJECTIVES AND TARGETS

### 2.2.8.1 Key Objectives of the HSE Policies

- Manage HSE
- Ensure safety of staff, contractors, clients and other stakeholders
- Promote and sustain best work practices
- Guarantee customer satisfaction and general public assurance
- Promote staff, contractors and clients commitment to HSE
- Ensure environmental protection.

### 2.2.8.2 Key HSE Strategies

- Identify and control hazards, implement all remedial actions in our HSE MS document.
- Implement lessons learnt from our and other teams' accidents.
- Apply Hazards and Effect Management Process (HEMP) on all major projects
- Enhance HSE and Security awareness of staff and contractors
- Analyze occupational health incidents to identify unsafe work conditions.
- Improve focus and interactions with communities in which we operate
- Provide adequate Health surveillance for staff.

### 2.2.8.3 Key HSE Targets

- Zero totality for ZUOJOFF NIGERIA staff, contractors and clients
- Zero road transport accident
- Adequate HSE training for all staff
- No fire outbreaks

## 2.3 Organization, Responsibilities, Resources, Standards and Documentation.

ZUOJOFF NIGERIA Equipment and Supplies successfully handles HSE matters by assigning responsibilities to her staff and allocating resources adequately for HSE-MS implementation.



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## 2.3.1 Organizational structure and Responsibility

The Organizational structure is shown in figure 2.0. and Responsibilities in table.1.0 below:

**Table 1.0 HSE Responsibilities**

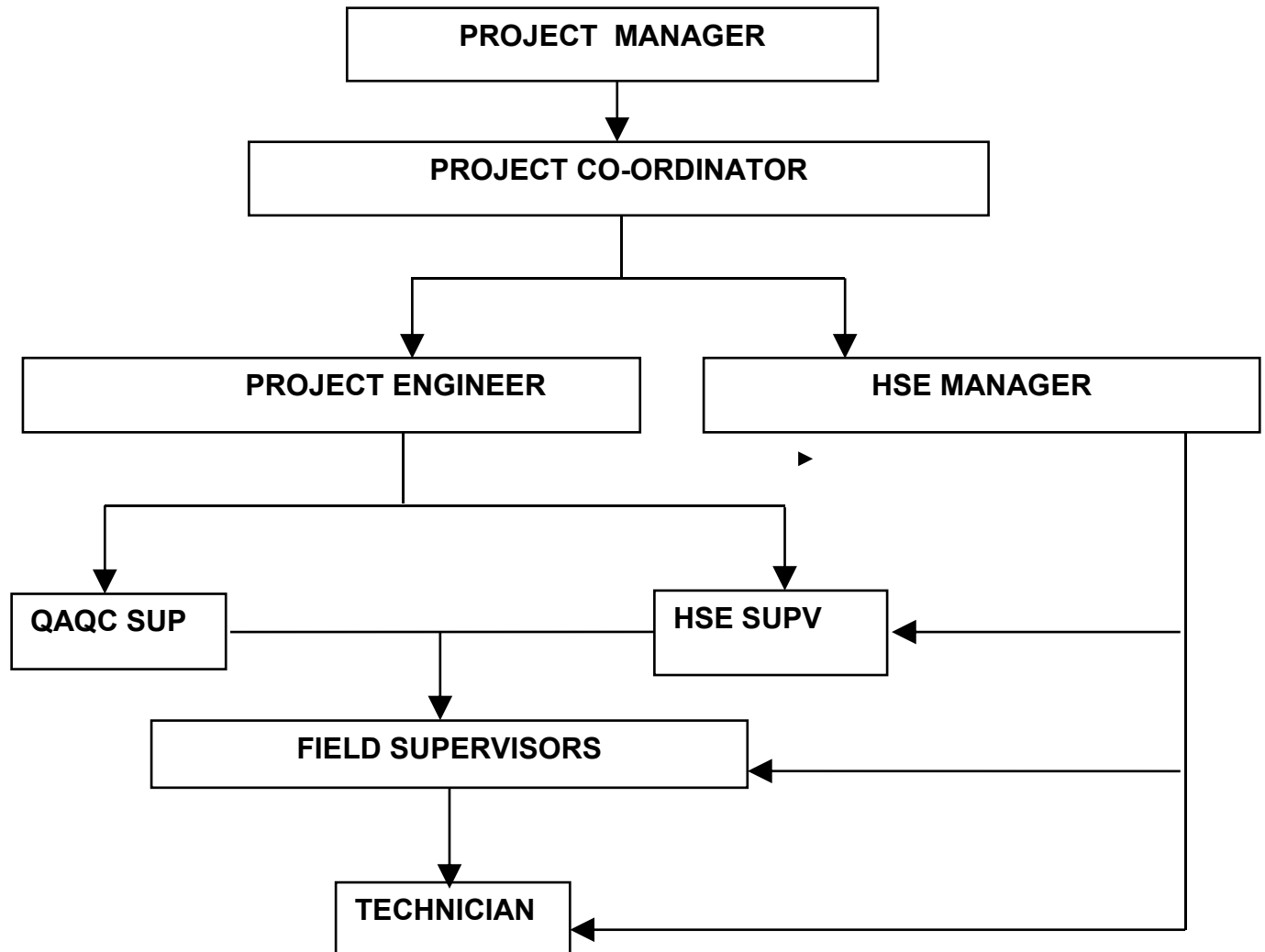
<b>Line of organizational Structure</b>		<b>Key HSE Responsibilities</b>
1	Chief Executive Officer	Acts towards effective planning, organizing, directing and performing quality energy services to Oil and Gas industries/ manufacturing company. Approves the preparation and issue of all HSE procedures.
2	General Manager ( Projects)	Recommends Budgets, for implementation of HSE policies
3	Project Manager	Communicates to the General Manager-Projects all HSE cases reported from field operations and proper advice on the management of such matters
4	Project Coordinators	Presides over HSE meeting and attend functional meetings. Responsible for all HSE matters within the branch. Assigns HSE responsibilities to all personnel. Participate in internal audits and contract review project planning including hazard analysis.
6	Field technicians/ Workers	Observe and report all unsafe acts, conditions, near misses and environmental incidents during operations. Participate in HSE / tool box meetings and internal audits.
7	Administration & Accounts Officer	Observe and report unsafe acts, condition near misses, incidents within office and during operation. Participate in HSE meetings and audits. Provide support services
8	Marketing Staff	Communicate all company HSE policies to clients and contractors and also ensure compliance to these polices. Observe and report all unsafe acts, conditions, near misses and incident.

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		Provide support services
9	Office Assistance , Cleaner, Driver	Carry out responsibilities in compliance with HSE polices and procedures observe and report all unsafe acts and conditions. Participate in HSE meetings and audit. Provide support services
10	QHSE Officer	Co-ordinate/Participate in HSE meetings, toolbox meetings, presentation and internal audits. Monitor HSE performance at regular intervals. Schedule audits and follow-up on the implementation of audit recommendations. Observe and records all unsafe acts, conditions near misses, incidents and follow-up on remedial action implementation. Monitor and ensure staff compliance with polices and procedures. Co-ordinate staff training. Review and update HSE-MS manual and other related documents. Simulation of emergency drills/response. Administer First Aid treatment and manager the First Aid Box.

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Table 2.0 HSE Organizational Structure.



## 2.3.2 Resource Allocation

For effecting allocation of resources to ensure implementation of HSE, yearly budgets are made and discussed at the strategic meeting held at the Head Office in Port Harcourt. Various departments send their proposals to the Branch Manager who transfers all into the Branch Budget before sending it to Head Office for discussion and approval.

HSE requirements are covered under the following aspects of the budget.

- Staff Recruitment

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- Staff Training
- Personal Protective Equipment
- Communication
- Maintenance and Repairs
- Project Execution Budget.

## Request for Materials

Request for tools, manuals/standards, fixtures, maintenance and repairs are made by heads as the need arises through the General manager and authorized by the MD. Quotes are compared from a minimum of three vendors and purchase order given to the vendor with capability of meeting specifications at a competitive price.

### **2.3.3 Training and competence**

Through awareness created at Quality/HSE sessions and periodic HSE performance evaluation, training needs or personnel are identified by Head of units through the managers and are consequently met. Annual training plans are drawn up to include technical training, HSE specific training environmental workshops and other HSE exercises.

Competence of staff is established and guaranteed through training, personal abilities, skills developed through experience and acquired knowledge. This assurance is sustained from initial recruitment through regular reviews and reassessment or personnel performance against defined criteria considering assigned tasks. At recruitment, competence is assessed through educational qualification, performance at written and oral interviews. Technical competence is monitored and assessed by the MD through the General Managers.

Internally, competence development is achieved through awareness created to all HSE and related polices. Contractors to ZUOJOFF NIGERIA are pre-qualified before handling supply of products or services through set out criteria. Thereafter they are assessed periodically on their performances and advice if unsatisfactory. This is to ensure that Contractors Management System is consistent with our HSE-MS requirements.

### **2.3.4 Communication**

ZUOJOFF NIGERIA maintains communication procedures which ensure that its employees and those of its contractors and partners, at all levels are aware of the HSE issue associated with her operations. These procedures are established in the form of internal memorandum, meetings, safety notices and signs.

### **2.3.5 Document and Data Control**

HSE-MS documentations are legible either in electronic or paper form, dated, readily identifiable, maintained in an orderly manner and retained for a specified

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period. Documents are reviewed and amended as necessary and approved for adequacy by the Chief Executive before issue, when obsolete, they are promptly removed from all points of issue and usage. A procedure for maintaining data associated with HSE is established in accordance with operational requirements.

List of HSE Records maintained are:

- i QHSE meetings
- ii Maintenance and Calibration records
- iii Audits Reports
- iv training Plan and Training Records
- v Accident/Incident Records.

## 2.4 Hazards and Effects Management Process (HEMP)

### 2.4.1 Introduction

ZUJOFF NIGERIA adopts a methodological approach to identify and evaluate hazards so as to enable the establishment and implementation control recovery measures to reduce such risk to as low as reasonably practicable. The various stages in the hazard management process are represented in the figure below.

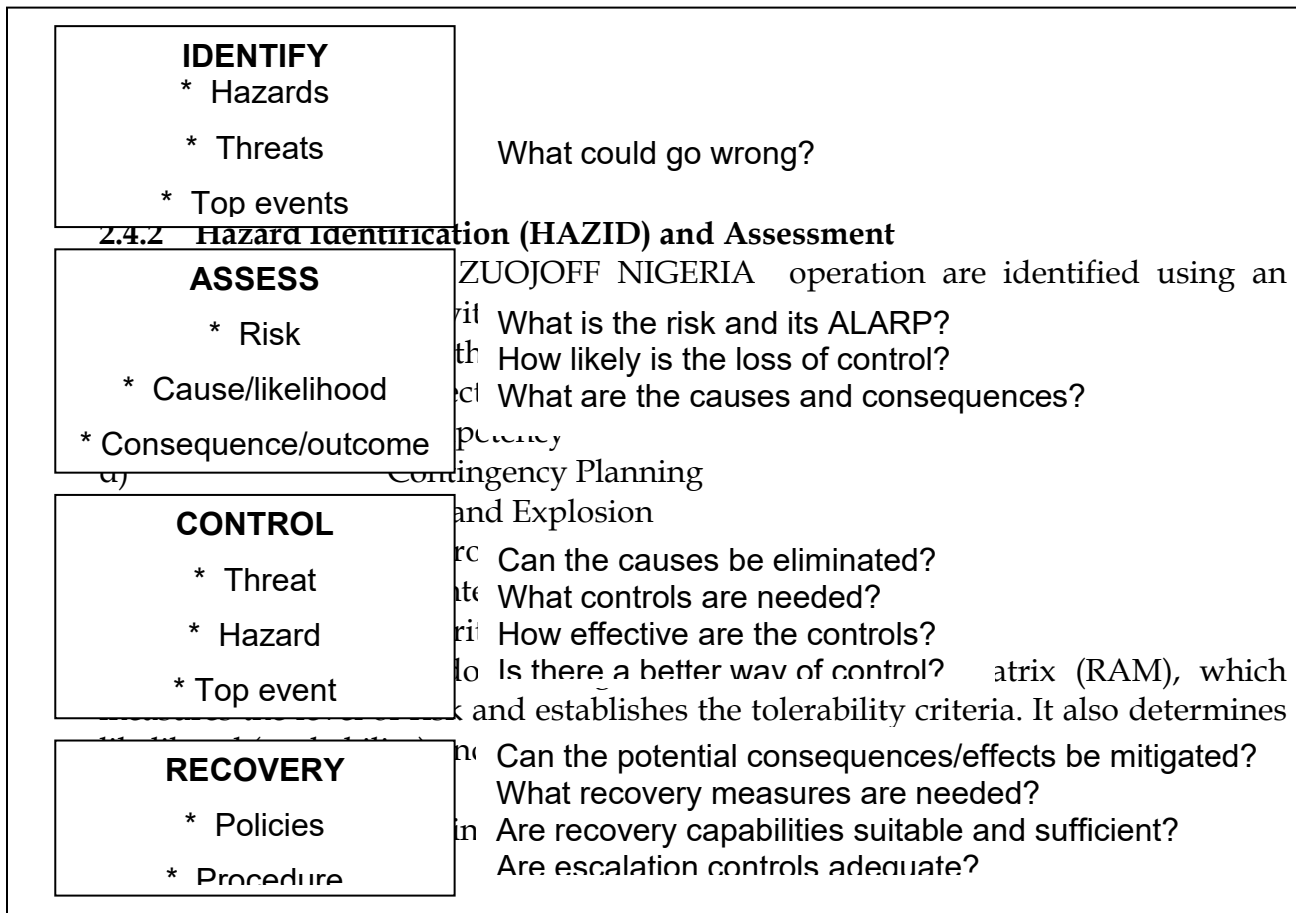


Figure 3.0: Hazard and Effects Management Process

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- People (employee, contractors, clients, community etc) their health and safety
- The environment
- The asset
- The reputation of ZUOJOFF NIGERIA , its contractors and clients

Risk tolerability is classified into three key levels :

- Low -Tolerance
- Medium -Tolerance
- High -Intolerance

## 2.4.3 Control and Recovery Measures

Procedures are maintained to control hazards and effects. These control measures include both to prevent incidents and to mitigate chronic and acute effects and also steps to prevent escalation of developing abnormal situations.

Controls/or Barriers to mitigate hazards include

- Procedure, Polices
- Trainings, drills, awareness
- Physical instrument

Emergency responses are also planned and implemented for purposes of recovery. These include

- Fire emergency response
- First aid
- Mustering plan
- Contingency plan
- Others

The combination of recovery and control measures enhance the reduction of risk to levels as low as reasonably practicable (ALARP)

## 2.5 Planning and Procedures

HSE plan and plans are developed indicating specific objectives, strategies, targets and time frames for achieving objectives on a yearly basis. The MD, Managers and Safety officers have the responsibility to ensure that the HSE targets are met as stated in all plans.

HSE plan, Waste Management Plan, Journey Management Plan, are all developed for every project and properly documented.

### 2.5.1 Procedures and Work Instruction

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Procedures and work instruction are formally documented for all activities undertaken by ZUJOFF NIGERIA and periodically reviewed and issued to relevant personnel. Contingency and emergency procedures are also documented and tested by scenario drills and other suitable means at appropriate intervals for purpose of managing and controlling hazards.

## 2.5.2 Emergency and Contingency Planning

Incidents that are likely to cause emergencies and accidents in ZUJOFF NIGERIA operations as identified include: Fire Explosion, Road/water transport accident, Theft, Community disturbance, Chemical spill, etc . Relevant responses to some of these are listed in the table below.

**Table 2.0: Emergency Response Procedures**

Event	Emergency Situation	Contingency Plan	Control/Recovery Resources
Fire	Injury fatality Property Damage	Fire fighting evacuation	Fire extinguishers contact fire fighting services (Client, Rivers State govt.)
Explosion	Injury fatality Property Damage	First Aid evacuation	Clinic Retainership
Road transport accident	Fatality, injury vehicle damage	Medical evacuation report to police	Clinic Retainership
Chemical spill	Injury contamination	Eye wash, First Aid proper dispensive use of PPE	Clinic Retainership water source in facilities
Theft/Robbery	Equipment loss, vehicle loss, Injury Fatality	Report to police non- resistance to attack	Security Personnel/gadgets Access to police
Community disturbance	Stoppage of work hold staff hostage injury	Report to appropriate authorities (management, client, Govt. officials) Evacuate worksite	Communication facility, good community relations.

## 2.5.3 Job Hazard Analysis

This is carried out before execution of any project. Procedures, which also include job safety analysis, are outlines in the Table 2.1

**Table 3.0 Job Hazard Analysis procedures**

Task	Method	Responsibility
Identification of job	Select the job to be analysed	

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Record	Break the job down into its component unit in a sequential manner	Project team
Examine	Critical observation and examination of job units for risk assessment for accidents	
Develop	Develop control measures to eliminate or reduce the risk of accidents	
Install	Formulate written and safe work systems and safety instructions for the job	
Maintain	Review safe works system and practices at regular intervals to ensure implementation and relevance.	HSE Manager, Project Manager

## 2.5.4 Fire/Emergency Evacuation Procedures

On noticing fire:

1. Do not panic
2. Raise an alarm/ring bell to alert other of the fire
3. Alert Safety officer of call
4. State your name, location of fire and what is involved
5. Use nearest fire extinguisher, ONLY if safe to do so or
6. Leave the building through the safety exit if unsafe to fight fire
7. Shut the door after you (do not lock)
8. Proceed to muster point

On hearing the Alarm (either for fire or any other emergency)

- 1) Do not panic
- 2) Switch off all electrical appliances if possible
- 3) Evacuate building through the safest exit and close the door after you (Do Not Lock)
- 4) Proceed to Muster Point with visitors and clients
- 5) Do not re-enter building under any circumstance until the emergency is declared over by the safety officer.

While fighting fire

- Do not try putting out Petroleum fire with water
- Use detergent water on Petroleum fires



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- Use correct fire extinguisher for fire
- Remember to direct the jet at the base of the fire to put out.

## **2.6 Implementation, Monitoring and Corrective Action**

### **2.6.1 HSE-MS monitoring**

Procedures implementation are monitored through establish performance indicators and data obtained are documented, analysed and disseminate in order to identify common failure and trends in HSE risk management against future indicators.

### **2.6.2 Non-compliance, corrective and preventive action**

The HSE officer investigates all deviation from standards procedures and reports some to the manager. Also corrective and preventive actions to mitigate the impacts of such non-compliance are issued by the HSE officer who is also responsible to follow-up action implementation. Records of these actions are kept and used for reviewing work procedures.

## **2.7 Audit**

Scheduled audits are carries out against the element of HSE-MS, documented procedures and policies. Details of all audit findings are recorded and maintained for subsequent follow-up. All audit reports are forwarded to the management review.

## **2.8 Management Review and Improvement**

Management meetings are held as scheduled timing or on emergency to discuss HSE issues affecting the activities of the company. Such issues include re-organisation, changes in scope of activities, technological trends, staff training, and community affairs.

Reviews are also held as a follow-up audit reports, incident investigation, shortfalls identifies in the HSE-MS. Reports of activities from each department/unit are presented during Management Review Sessions, which facilitate continuous improvement of the system.

Manuals, Polices and Procedures are also reviewed to suit the changing trends in the company's activities.