



HEALTH, SAFETY & ENVIRONMENT PLAN

Revision History					
Revision	Date	Prepared by	Description		
00	Jan. 2018		HEALTH, SAFETY & ENVIRONMENT PLAN		
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A. PREAMBLE

This document is intended to cover all HSE related activities on the Minerex Drilling Contractors Ghana project sites. It is intended to serve as a guideline for the project staff.

The HSE plan shall be read in conjunction with Client Environment, Health, and Safety Plan. In the event of discrepancies exist between the Client Environment, Health, and Safety plan and the Minerex HSE plan the most appropriate will be followed.

The project HSE Plan is a working document, and will evolve as the project proceeds. Changes, corrections and improvement will be made based on daily inspection, client recommendations, new discoveries, change of method or where audit findings during the project, recommend changes or improvements.

This HSE plan does not define every hazard that may be encountered in the work place, or every rule and regulation you need to comply with. Further rules may be applied through the Permit to Work System and you should ensure that you study and understand any specific conditions contained in the various permits.

On completion of the drilling program a closeout report will be generated to establish the lessons learnt on the Project.

1. GENERAL

1.0. 1 PROJECT HSE MANAGEMENT SYSTEM

SCOPE

The scope of the HSE documentation is to define the safe working procedures and practices that shall be followed by all personnel involved in Minerex Drilling Contractors (Ghana) Limited project activities.

KEY ELEMENTS

The key elements of the project health, safety and environment management system (HSEMS) shall be following documentation:

1. Health Safety & Environment (HSE) Policy.
2. Health, Safety & Environment Plan
3. Hazards Identification & Risk Assessment

1.0.2 LEADERSHIP AND COMMITMENT

Project Manager is committed to Health, Safety & Environment Plan during the project phases of the project.

He is the custodian of the Project HSE plan, and overall responsible for its implementation through his line management personnel throughout all phases of the project.

Project Safety Officer shall be responsible for monitoring and advising project management on improving HSEMS through audits, inspection and other HSE promotional activities.

Line management on all its levels, are responsible and accountable for Health, Safety and the Environment which shall be developed and maintained through close attention to procedure, methods, equipment, training and motivation of workforce.

The contents of these documents shall be read, understood and implemented by management and key personnel of the project, each in their areas of concern.

Management and working personnel shall be encouraged to actively participate in improvements, corrections and or further enhancement of project HSE documentation.

1.0.3 MANAGEMENT MONITORING PROGRAM

All site personnel to attend basic HSE Site Safety Induction before starting the work.

Identify the hazards involved in the activity - HSE awareness / Toolbox Talks.

Identify unsafe acts and unsafe conditions.

HSE checks, Inspections and Audits

Project HSE plan is a living working document, which may require updating as the project phases progress.

2.0 POLICY & STRATEGIC OBJECTIVES

2.0.1 Minerex Drilling Contractors (Ghana) Limited

ENVIRONMENTAL HEALTH AND SAFETY POLICY

1. The Management of MINEREX DRILLING CONTRACTORS (GHANA) LIMITED regards the promotion of Health and Safety measures and the protection of its employees and other stakeholders as an important objective.
2. As a leader in the international drilling industry, the Company has a responsibility to its employees and stakeholders to achieve drilling targets cost effectively and without accidents.
3. The Company shall endeavor to provide and maintain a working environment that is safe and without risk to health.
4. The Company shall actively involve all employees in the decision-making processes on matters affecting Health and Safety.
5. The Company shall pursue a Health and Safety management programme aligned to Occupational health and Safety Assessment Series (OHSAS) 18001 AND ISO 14001 system.
6. The Company is committed to the continual improvement of safety and environmental performance through the setting and achieving of targets.
7. This policy shall be communicated to all employees to ensure they are aware of their duties and obligations. It shall also be made available to other stake holders.
8. The Company shall comply with Health and Safety Laws and Regulations.
9. This policy shall be reviewed and revised as required to meet the changing needs of the Company. Any revision or changes made will be communicated to all employees and other stake holders.

SIGNED: LASZLO TOTH

MANAGING DIRECTOR

Dated this 2ND day of JANUARY 2018

3.0 HEALTH, SAFETY AND ENVIRONMENT PLAN

3.0.1 GENERAL OVERVIEW

1. This Health, Safety and Environment Plan (HSEP) specifies the general and particular requirements which the project shall comply with, concerning management and control of project hazards to ensure the minimization of impact on the population in the area of the works.
2. The principles set out in this HSE Plan shall apply in general to all areas where the project works are carried out.
3. The HSE plan covers all phases of the work. For each phase, it defines the HSE activities, training, management and organization to meet the contractual requirements.
4. This (HSE) Plan shall demonstrate understanding of Health, Safety and Environmental requirements of the project and indicate how compliance with these requirements will be achieved.
5. These HSE requirements shall be understood and implemented by all levels of personnel within the project organization.
6. The project (HSE) plan is a living document. It shall be reviewed and updated in accordance with the work progress of the various phases of the project. It shall be distributed to all key personnel.

3.0.2 MAIN FOCUS

The Project Health, Safety and Environment Plan summarize the HSE responsibilities and procedures for the project and gives guidelines for their implementation. It covers all work and site areas including temporary facilities and applies to all employees and subcontractors.

The HSE plan shall focus on and address the following basic elements:

- a. HSE objectives and targets for this project, including responsible parties within the organization to ensure compliance with company HSE standards.
- b. HSE meetings, including procedures and schedules
- c. HSE training, including nature and schedules
- d. Audits and inspections, including procedures and schedules
- e. Critical areas - hazardous activities
- f. Control of sub-contractors and other parties interfacing with the operation
- g. Emergency response procedures and schedules of emergency exercises

3.0.3 SCOPE AND OBJECTIVE

3.3.0.1 SCOPE

This plan covers all activities on the Minerex Ghana Project and must be adhered to by all Minerex employees, subcontractors, and visitors. No exception to the plan will be made. It is not comprehensive and in depth enough to be considered exhaustive but intended to serve as a guideline for the project staff.

3.03.2 OBJECTIVE

Ensure at all times, throughout every phase of the work, the health and safety of our employees, the client employees, the employees of every sub-contractor, and the general public at large, as applicable.

Promote and practice Minerex Drilling Contractors Health, Safety and Environmental Programme, in accordance with our HSE manual and plan.

Comply with all statutory requirements for the protection and promotion of the health and safety of our employees or others who may be affected by Minerex Drilling Contractors (Ghana) Limited activities.

Maintain the highest standard of occupational health and safety to prevent human sufferings and loss, which result from unsafe practices. Pursue rigorous and frequent audits for the purpose of identifying actual and potential hazards with the objective of minimizing injury and loss.

Provide such information and instructions as may be necessary to ensure the health and safety at work and promote awareness and understanding of health and safety.

Ensure safety and absence of health risks in connection with use, handling, storage and transportation of material and substances.

Prevent occupational accidents, injuries and illness.

Provide and maintain a safe place of work and a safe system of work, safe equipment and tools for work and a safe and healthy working environment at all times.

4. STANDARDS AND DOCUMENTATION

4.0.1 REFERENCES

ISO 14001 & OHSAS 18001 Standards
Relevant Governmental Legislation

5.0 ORGANISATION

Project HSE organization chart is illustrated in appendix 27.1 of this HSE Plan.

5.0.1 SITE DRILLING TEAM ORGANISATION

The Project Manager will be based at site and for the site project activities the Project Manager will be supported by the following personnel:

Project Manager
Project Drilling Supervisors
Project Safety Officer
Stores Manager

6.0 RESPONSIBILITIES

6.0.1 PROJECT MANAGER

Project Manager has overall responsibility for the implementation of the Project HSE Management Plan which includes but not limited to the following:

- 6.0.1.1 He shall be familiar with the requirements of all relevant health and safety legislation,
- 6.0.1.2 He shall ensure that the HSE Management Plan and Client Safety Policy and Procedure is fully implemented,
- 6.0.1.3 He is responsible for ensuring that the Project HSE Management Plan is reviewed annually, or following any significant changes in drilling operations,
- 6.0.1.4 He shall monitor the site drilling operations to ensure they are conducted in accordance with the Project HSE Management Plan and take urgent and appropriate action to prevent unsafe work practices or other infringements of statutory or safety plan requirements,
- 6.0.1.5 He shall ensure that all staff accountable to him is conversant with the relevant requirements of current legislation and the Project HSE Management Plan and that all are assigned appropriate duties and responsibilities to assist in its effective implementation,
- 6.0.1.6 He shall ensure that each Project Drilling Supervisor/Safety Officer/Stores Manager has adequate resources to carry out his duties and responsibilities in accordance with the Project HSE Management Plan,
- 6.0.1.7 He shall establish work procedures, explaining the sequence of drilling operation, outlining potential hazards and necessary precautions are implemented as per risk assessment,
- 6.0.1.8 Ensure that accidents/incidents and near misses are reported and investigations are carried out, and corrective/ remedial actions taken,
- 6.0.1.9 He shall establish and maintain a direct line of communication with the Client Safety Personnel,
- 6.0.1.10 He shall be the Emergency Co-ordinator with listed duties at the time of any emergency,
- 6.0.1.11 He shall attend safety audits and ensure that corrective action is undertaken to follow non-conformities found during the performance of an audit,
- 6.0.1.12 He shall ensure that prospective subcontractors are made aware of the requirements of the Project HSE Management Plan and ensure that all subcontractors are conversant with and fully comply with Project HSE Management Plan and receive a copy of ***Minerex Drilling Contractors (Ghana) Limited Safety Rules & Condition for Sub Contractors,***

- 6.0.1.13 He shall ensure that all Subcontractors' documentation included the relevant safety information and details of the safety requirements are completed and submitted to the site safety officer for evaluation, approval and comments,
- 6.0.1.14 He shall ensure project's plant and machinery are maintained in good condition and are properly used and records kept as required by legislation,
- 6.0.1.15 He shall ensure that adequate training of personnel is provided to improve their competence within their areas of activity,
- 6.0.1.16 He shall provide employees with adequate, competent and appropriate supervision to ensure their health and safety,
- 6.0.1.17 He shall ensure that appropriate safety training is given to all Project employees,
- 6.0.1.18 He shall promote the project HSE management system by personal and the promotion of health and safety practices,
- 6.0.1.19 Maintain a safe and healthy workplace through ongoing and thorough safety inspections.

6.0.2 PROJECT SAFETY OFFICER

6.0.2.1 The project Safety officer shall report functionally to the Project Manager.

6.0.2.2 He shall advise management on:

- 6.0.2.2.1 Preventing injury to personnel and damage to plant and equipment,
- 6.0.2.2.2 Further improvement in working methods,
- 6.0.2.2.3 Legal requirements that's affecting safety, health and welfare,
- 6.0.2.2.4 Provisions and use of protective clothing,
- 6.0.2.2.5 Potential hazards before work starts,
- 6.0.2.2.6 Site Safety Organization,
- 6.0.2.2.7 Method of safe working arising from new developments,
- 6.0.2.2.8 Change in legislation and codes of practice,
- 6.0.2.2.9 Communicate with and advise line management (Managers, Stores Manager and Drilling Supervisors) on implementation of the project HSE plan and enforcement HSE regulation.

6.0.3

6.0.3.3 Responsibilities

- 6.0.3.3.1 He shall carry out safety inspections in association with site staff to ensure safe methods of work are being observed. He shall personally carry out daily inspections of all work areas,
- 6.0.3.3.2 He shall report the findings to the Project Manager and recommend what measure, if any are required to be taken as a result of the inspection. In the event of these measures not being adopted he shall bring the matter to the attention of the Project Manager,
- 6.0.3.3.3 He shall ensure that daily safety monitoring is maintained and shall keep a daily diary,
- 6.0.3.3.4 He shall provide guidance and assist site management in the incident/accident reporting process and investigate the incident where necessary with assistance of Project Manager subject to incident potential and monitor the implementation of any recommendations/corrective action specified within the completed investigation report with the site management and shall indicate the statistics of the incident/accident in the weekly/ Monthly & Yearly Safety Report. For serious accidents he will form part of the accident investigation team as required by the Company Safety Management System and Client requirement.
- 6.0.3.3.5 He shall supervise the recording and analysis of information on injuries, damage and loss, assess accident trends and review overall safety performances,
- 6.0.3.3.6 He shall carry out regular (Monthly) inspection of Safety and fire fighting equipment,
- 6.0.3.3.7 He shall carry out weekly tool box talk and conduct additional toolbox talks on new activities whenever required,
- 6.0.3.3.8 He shall ensure that all the necessary risk assessments carried out within the areas of his responsibility and ensure that adequate measures are taken to follow up the risk assessment,
- 6.0.3.3.9 He shall carry out pre operation inspection of plant/machineries and ensure statutory requirements are met,
- 6.0.3.3.10 He shall ensure all operators of plant and equipment are suitably qualified and hold the appropriate licence, permit or certificate of competency,

- 6.0.3.3.11 He shall conduct site safety induction for all new employees and visitor,
- 6.0.3.3.12 He shall Monitor Sub contractor concerning HSE performance and ensures Sub contractor are complying,
- 6.0.3.3.13 He shall prepare and update Project Fire Risk Assessment, Project Emergency and other project specific safety procedures in conjunction with the Project /Project Manager and evaluate emergency and evacuation system,
- 6.0.3.3.14 Liaise with the Client's HSE representative for HSE aspects,
- 6.0.3.3.15 He shall assist with training for all levels of employee on safety,
- 6.0.3.3.16 He shall prepare health and safety training programmes and arrange required safety training to the work force, based on their standard and trade in accordance with guidelines given in the relevant company HSE Training guide,
- 6.0.3.3.17 He shall ensure all the hazardous substances have MSDS and copies of all MSDS will retain on safety file,
- 6.0.3.3.18 Responsible for keeping up to date records of the entire project's safety related documents,
- 6.0.3.3.19 He shall prepare and submit all the required safety document (Weekly/Monthly safety report, Incident accident investigation report , maintain the record of all accident –incident, near misses, first aid cases\ to head office),
- 6.0.3.3.20 He shall check all Work Procedures before they are issued to ensure that safety aspects of the operations are covered accordance with the requirements of the Safety Plan,
- 6.0.3.3.21 He shall promote awareness of injury prevention and damage control to all levels of employees,
- 6.0.3.3.22 He shall liaise with government officials and professional bodies of HSE aspects,
- 6.0.3.3.23 He shall keep up to date with the recommended codes of practice and new safety literature and also circulate information applicable to each level of employee,
- 6.0.3.3.24 He shall keep registers of all First-Aiders, competent persons, and examination reports and test certificates,
- 6.0.3.3.25 He shall attend and participate in the Weekly/Monthly Site Safety Meeting,
- 6.0.3.3.26 He shall maintain safety boards at suitable locations on which will be displayed the up-to-date safety statistics, safety posters and other relevant information,
- 6.0.3.3.27 He shall issue Non-Conformance Reports for serious irregularities observed on the project,
- 6.0.3.3.28 He shall prepare final project close out report, prior to closure of site office to establish the lessons learnt on the Project.
- 6.0.3.4 **Authority**
- 6.0.3.4.1 He is empowered to suspend immediately any work activity on the project and instruct employees of the company or any subcontractor to take urgent action to make safe the area and works to prevent unsafe working practices or other infringements of the company safe work procedures or statutory regulations,
- 6.0.3.4.2 Issuing of NCR, for non compliance of company HSE procedure,

6.0.4 STORES MANAGER

shall:

- To the best of his abilities, supervise the execution of the work in hand in order to achieve the maximum efficiency.
- Always remember that his responsibility towards the interest of safety is equal to his commitment towards productivity.
- Shall have perfect knowledge of the work which he is assigned to supervise and control and must know relevant safety regulations, equipment and clothing, etc. which apply to this work.

- Set a personal example, particularly with regard to the use of personal protective equipment (PPE) are accountable for ensuring the safety of their workers and must be familiar with requirements specified below:
- Every Engineer shall ensure, as far as it is reasonably practicable for him to do so, the health and safety of:
 - a) Workers engaged in work under his supervision
 - b) Those workers not engaged in the work under his supervision but present at the work site at which that work is being carried out
 Take suitable disciplinary action against those who do not comply with work and or violate safety
 - Instructions in force.
 - Never allow dangerous works to be carried out without all the necessary precautions having been
 - Taken for the prevention of accidents.
 - Perform regular inspections of the stores.
 - Ensure that work permits are obtained (where required / applicable)
 - Ensure that non conformities identified by the inspections Re- followed up and relevant corrective
 - Action is completed
 - Conduct safety meetings with the teams involved
 - Investigate all accidents even the minor ones.
 - Conduct toolbox talks(critical works) prior to start of new activities
 - Work in close co-operation with the client HSE Department, specifically on the following:
- To provide the HSE personnel with explanation of all accidents that occurs.
- To examine and discuss the various problems of accident prevention and work hygiene relating to his area of work.

6.0.5 DRILLING SUPERVISOR

Drilling Supervisors shall:

Carry out their job in compliance with the project HSE plan and relevant procedures

Organize toolbox talks meetings (Daily) on site, before starting any operational phase with the Project Safety Officer present in order to appraise the potential hazards and the relevant safety measures to be taken.

Ensure that personnel are properly trained in their duties to carry out as per the scope of work.

Organize the work places for a correct performance of the activities

Ensure that personal safety equipment is made available and properly used. Ensure that the conditions stated in the work permit (where applicable) are correctly applied and issued.

Report to their direct superior all incidents, accidents and near misses and where necessary take immediate action.

Drilling Supervisors are accountable for ensuring the safety of their workers during the supervision of their work and must be familiar with requirements specified below :

- Every Drilling Supervisor shall ensure, as far as it is reasonably practicable for him to do so, the health and safety of:
 - a) Workers engaged in work under his supervision
 - b) Those workers not engaged in the work under his supervision but present at the drill site at which that work is being carried out.

6.0.6 WORKERS

Workers shall:

Every worker shall take reasonable care to protect his personal safety and of other workers present while he is working. Every worker shall and cooperate with his Drilling Supervisor for the purpose of protecting the health and safety of himself and other workers present at work site. Comply with the instructions given by the management, Drilling Supervisors, in order to ensure collective and individual safety.

Make appropriate and safe use of machinery, equipment, tools, hazardous substances transportation and working equipment.

Unless a specific approval is given by the Project Manager/Drilling Supervisor all employees shall wear the appropriate PPE supplied to them at all times while working at their assigned tasks. Immediately report to the person in charge any deficiencies of safety as well as any hazardous or unsafe conditions.

Not remove or modify without permission any safety sign or control devices

Not undertake any work activity for which they have not received adequate training or which can endanger themselves or their colleagues.

6.0.7 VISITORS:

All visitors must:

Must report to site office,

Must sign visitor's logbook(if any),

Comply with instructions given by Minerex representative to maintain project workplace health and safety.

Workplace Visitors:

During the work site visit period all visitors must obey the following Minerex and client site safety regulations and controls:

Wear safety shoes & helmet at all time throughout their stay at site,

Obey all warning and safety signs,

Use only marked access route/area,

Must display visitor's pass all the time during the stay at site (if any),

Do not enter any area of the site operating facility without supervision of Minerex Drilling Contractors (Ghana) Ltd representative,

Not willfully misuse or recklessly interfere with anything provided for workplace health and safety,

Not willfully place the safety and well-being of others at risk,

Not place themselves or anyone else at risk of injury or illness at the workplace.

7.0 PROJECT (HSE) TARGETS

Health, Safety and Environmental targets pertaining to the drilling activities of this project are indicated and summarized in the appendix 28.3 of this plan. They shall be modified and updated according to the project progress and project HSE performance:

8.0 HSE DOCUMENTATION REVIEW

8.0.1 REVISION & ISSUE (HSE DOCUMENTATION)

The Project Manager is the custodian of the HSE documents and is fully responsible for all HSE issues associated with this project.

The Project Safety Officer shall also review and approve HSE related documentation according to the work progress in addition to the Project Manager.

This project HSE plan shall be distributed to all the project key personnel (Project Manager, Stores Manager, Drilling Supervisors, Subcontractors) by controlled distribution in accordance with project HSE Plan.

9.0 HEALTH

The aim of the HSE Plan is to protect the project personnel from any health hazards that may be associated with the work and/or working environment. In order to achieve the protection and promotion of the health of personnel at work, action will focus on the following main areas:

Primary health care services shall be provided to all project employees, subcontractors' employees (working for the project) and resident company personnel by client.

Occupational health shall always be one of the prime concerns of the management during the

project phase of the project. Health matters shall be clearly addressed during management HSE visits and meetings.

Ensure that all project personnel are medically fit to work.

Develop and encourage preventive health care attitude among employees.

An adequate number of Minerex personnel will be trained in basic first aid during the project period. Adequate number of first aid boxes shall be available and well maintained in all field locations (Drilling site).

In case external medical assistance is required, project will refer medical treatment cases to client clinic on the mine.

Records of sickness and absenteeism of personnel will be maintained by the project stores manager and shall be analyzed for any possible trends towards occupational illness.

Project Management shall adhere to the Drilling Safety Practice Guidelines of local authority.

10.0 SAFETY

10.0.1 HSE TRAINING

10.0.2 TRAINING CRITERIA

The project prime objective is to provide and maintain a safe and healthy work environment at all times to prevent occupational illness, accidents and injuries. This shall be achieved by the project management, who shall place accident prevention and the protection of the health and safety of every employee, above any other consideration of job operation and administration.

The Project Management shall provide the required training to the work force based on their standard and trade in accordance with the guidelines given in the HSE Plan training matrix (see appendix- 28.7).

10.0.3 HSE TRAINING OBJECTIVES

The main objectives shall be, but not limited to the following:

To ensure and indicate, that project employees are trained before starting work and that training also covers those joining the company as the contract is being implemented.

To propose continuous improvement in HSE performance in the project by training and re-training its personnel or to prepare them to carry out their tasks in a safe manner, within accident free environment.

To encourage individual commitment to high standards of HSE performance by continually enhancing their safety awareness within the project.

To provide safety awareness and understanding pertaining to the project HSEM system, documentation and procedures.

10.0.4 TYPES OF TRAINING

Compliance with the Project HSE Plan, pertaining to HSE training to the project employees, two types of mandatory trainings shall be conducted before and during work performance. They are as follows:

- a) In - house HSE training shall be conducted by the Project HSE Representative according to a specifically developed project HSE training plan approved by Project Management. The HSE department shall fully brief Project Manager/Drilling Supervisor as to the particular requirements of the site, special hazards, safety precautions and emergency provisions prior to commencement of work.

The briefing shall reiterate the HSE policy statement, emphasize the importance of HSE to the project, stress the need for good communication and provide practical examples. Attendees shall sign an attendance register / sheet and the document shall be kept under the custody of HSE department.

HSE induction for all employees of Minerex involved in the project.

Fire extinguisher Training (Types and Method of Operation)

Permit to work (If applicable)

- b) The following external HSE trainings as specified in the project HSE Plan training matrix (see appendix- 30.7) shall be arranged by the Project Manager.

First Aid
4WD Off-road and Defensive Driver Training
Driller/Offsider Competency Evaluation & Training Program

HSE MEETINGS

The project shall ensure that HSE related meetings shall be held regularly and unscheduled meetings shall be organized when deemed necessary throughout the project phase

11.0.1 OBJECTIVES

Prime objectives of these meetings shall be to

- a) Identify unsafe practices and conditions, and seek ways of eliminating them and avoiding environmental damage.
- b) Convey pertinent management issues to the work force on health, safety and environmental matters, e.g. performance review, HSE programs and measures.
- c) Obtain the views of and encourage contribution from workforce as key elements of the work procedures and HSE precautions.
- d) Increase health, safety and environment awareness and obtain commitment to the project HSE Plan.
- e) Address and resolve issues, concerns or problems that arise.

11.0.2 COMMUNICATION

The below stated meetings shall be conducted and minuted and useful information shall be disseminated to people concerned accordingly.

HSE meetings shall be scheduled as follows:

- a) HSE plan review meeting (half yearly) chaired by Project Manager.
- b) Internal HSE meeting attended by Drilling Supervisor (Fortnightly) chaired by Project Manager.
- c) Tool box talks meetings (Weekly)
- d) Client HSE meeting when deemed necessary

In addition to the above mentioned regular monthly and weekly HSE meetings, and in order to enhance general safety awareness and the dissemination of information, the following will be carried out:

HSE bulletins and safety alerts shall be frequently issued in the required languages whenever necessary. These shall be distributed to workers and displayed on HSE notice board.

12.0 HSE INSPECTIONS

The project shall ensure that systematic planned inspections shall be carried out throughout the project using detailed checklists. These shall encompass all site facilities, equipment, tools, materials and employee practices in using them.

12.01 PREPARATION AND PLANNING

Inspection shall be walk through to ensure that an effective system for monitoring HSE performance is in place, and the follow up and implementation of inspection action items will be identified in the inspection report.

The types of hazards due to poor working conditions that should be investigated during the inspection shall consist of, but not limited to the following:

- Inadequate guards or barriers
- Inadequate or improper PPE
- Defective tools, equipment or material
- Congested areas and restricted access
- Poor signage and warning system
- Fire/explosion hazards and fall hazards
- Poor housekeeping, slips, trips hazards
- Hazardous environmental conditions such as: gases, liquids, fumes, dust, smoke etc.
- Excessive noise or vibration

Poor lighting and / or poor ventilation
Falling Objects

12.0.2 REMEDIAL ACTION

If during the course of an inspection, a serious risk or hazard is found, the Inspector shall ensure that immediate action is taken in accordance with the hazards identified.

The concerned supervisors may shutdown the operation and suspend the work if the dangers are out of control, and or erect barriers to isolate the hazard.

Both immediate remedial action taken and long term remedial actions required shall be reported. Remedial actions to be taken must address the root cause of the hazard and not just the current problem /symptoms encountered.

Information on the findings, recommendations, and remedial action shall be referred to later on, in HSE meetings as lessons to be learnt.

12.0.3 INSPECTION PROGRAMME

The inspection program has been developed and scheduled to meet the inspection requirements. It shall be implemented in the work areas covering all project work locations.

Other areas not shown in the following inspection schedules such as PPE, vehicles, equipment, hand, power tools, welding plant etc., are covered by the inspection checklist that shall be used on regular basis.

13.0 HSE INSPECTION/AUDIT

The Minerex Drilling Contractors outlines, standards and guidelines for managing the audit activities throughout the project phase. It aims to provide project management and departments with independent feedback on the safe system of work and identify areas where HSE management system may be improved.

Project Management shall carry out internal HSE audits and reviews on items and areas, to ensure the HSE system, procedures and objectives are being met.

The Project Manager or his nominee shall head the internal audits to monitor the effective implementation of the project HSE management system.

An audit report shall be issued after each HSE audit presenting the findings and recommendations of corrective action pertaining to the area already audited.

A copy of the audit report shall be sent to Minerex Drilling Contractors Director and Safety Consultant.

13.0.1 AUDIT PROGRAMME

Following the initial company audit of the project HSE plan, audits shall be conducted half yearly. Audit shall cover the following activities/contents:

- To be audited;
- a) HSE Policy
 - b) HSE Consultation
 - c) Hazard identification, Evaluation & Control
 - d) Provision of Information and Training
 - e) Specific workplace issues

- f) Emergency planning
- g) Site Welfare facilities & workplace

Audit shall be conducted by:

- a) Project Manager or his nominee
- b) Project Safety Officer
- c) Client's Representative

Further audits shall normally continue on quarterly basis until the completion of the project.

External Audits

In addition to internal audits, the Company may conduct external 3rd party audit on its own, subcontractors and suppliers, where such arrangements have been indicated in the relevant subcontractors and or supplier's agreements.

14.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

14.0.1 GENERAL PROVISION;

Project employees will be provided with and wear protective clothing and other personal protective equipment as conditions dictate.

The Project Management will supply Personal Protective Equipment which is in accordance with the company acceptable standards and the local statutory requirements & employees will be instructed in the care and use of this equipment.

All personal protective equipment shall be kept fit for immediate use and necessary measures will be taken to ensure that protective clothing and personal protective equipment are effectively worn.

14.0.2 HEAD PROTECTION

Appropriate safety helmets or hard hats shall be worn by project workers employed at any place where they may be exposed to head injury from:

Falling or flying objects

Striking against objects or structures

Where necessary to prevent danger from electricity hard hats should be made of insulating material.

Whilst working in extreme hot conditions additional suitable head covering should be worn.

14.0.3 EYE PROTECTION

Project personnel will be supplied with appropriate eye protection when employed in any place where they may be exposed to eye injury from:

a) Flying particles

b) Dangerous substances

c) Harmful light or other radiation.

14.0.4 HAND AND ARM PROTECTION

Project personnel will be provided with suitable approved gloves or gauntlets when employed at place where they may be exposed to hand or arm injuries from:

Hot, corrosive or toxic substances

Sharp or rough points, edges or surface of objects

14.0.5 FOOT PROTECTION

Project personnel will be provided with appropriate safety footwear where they might be exposed to injury from:

Falling or crushing objects
Hot, corrosive or poisonous substances
Sharp edged tools such as axes
Nails
Abnormally wet conditions
Slippery surfaces

14.0.6 FALL PROTECTION (SAFETY HARNESSSES AND LIFELINES)

Project personnel who cannot be protected against falls from 2 m height by other means shall be protected by approved safety harnesses..

Only safety harnesses that have been tested in accordance with requirements established by a local competent authority shall be issued.

14.0.7 ISSUE OF PPE

On commencement of employment, all personnel will be issued with basic personal protective equipment, namely:

- a) One Safety Helmet
- b) One pair of Safety Shoes
- c) Two Coveralls (overall working clothes)

It will be the responsibility of the individual to maintain his PPE in good condition and report to his Supervisor when the equipment has been subjected to damage during work to enable replacement.

Drilling Supervisors are responsible for ensuring their subordinates wear appropriate PPE for the type of work being performed.

15.0 BASELINE HAZARD IDENTIFICATION AND RISK ASSESSMENT

15.0.1 GENERAL

Project hazard identification and analysis document shall be prepared in accordance with contractual requirements. It identifies foreseeable potential hazards and the resultant risk in terms of probability and consequences so as to establish the control and recovery measures for each task performed. It addresses the following:

- a) Assessment of the hazard
- b) Threats associated with the hazard
- c) Controls and recovery measures

The working programme(s) for the contract shall be reviewed, Project management shall list all hazardous operations to identify the tasks which are most likely to cause injury or harm to the employees and to instruct them in the hazard associated with the job in order to prevent injury or harm(a register of method statements/risk assessments will be maintained).

For each **hazardous operation** identified, a hazard/risk assessment will be prepared. The assessment will identify if a noise assessment, COSHH assessment, manual handling risk assessment and/or method statement is required.

Copies of such assessments will be maintained in the Project Safety File and reviewed as necessary. .

The results of any such assessment shall be communicated to any affected personnel.

15.0.2 DEFINITIONS

HAZARD: The potential to cause harm, including ill health and injury, damage to property or the environment and increased liabilities.

RISK: The probability that a specific undesired event will occur due to the realization of a hazard, combined with the consequence (severity) of that event.

16.0 CHEMICALS & HAZARDOUS SUBSTANCES(COSHH)

16.01 TOXIC MATERIALS

All chemicals shall be treated as hazardous. They shall be handled with extreme care, and use appropriate protective equipment such as face shield, goggles, gloves, aprons etc.

Material Safety Data Sheets (MSDS) for each chemical with any other information pertaining to safety precautions during handling should be made available prior to use and kept with the chemicals and HSE Department.

17.0 EMERGENCY EVACUATION PROCEDURE

The Project Safety Officer along with the site management shall prepare an emergency procedure/instruction (attached) to be followed to ensure maximum evacuation efficiency and minimum harm or illness.

Course of action to be taken

Action to be taken on site;

When emergency conditions exist every Project Manager/Drilling Supervisor shall ensure the following to be implemented on site.

All work to be stopped at once upon hearing 'Emergency Alarm'

All equipment is to be shut down.

All men to evacuate to a predetermined assembly point.

A roll call is taken and every man is accounted for

No one is permitted to return to work until directed by Emergency Controller (Project Manager) that it is safe to do so.

General action to be taken:

Evacuation plan will be explained to all employees in a language they understand.

Evacuation plan will be displayed on all office and camp notice boards.

Signs will be erected to indicate assembly points.

The Minerex Drilling Contractors Project Safety Officer will give his emergency contact details to the Company's Representatives, so that he may be contacted after working hours in case of emergency.

18.0 FIRE PREVENTION/FIRE PROTECTION

Smoking within site is strictly prohibited except in the designated smoking areas.

Site Engineer and Drilling Supervisor to ensure that adequate fire extinguishers of the correct type and, where necessary, fire blankets are provided. Advice on the requirements shall be obtained from the HSE department.

The use of Minerex Drilling Contractors fire extinguishers kept on site is only for emergency and are prohibited to use for other purpose (welding/cutting).

The burning of waste, debris or any other material on site is strictly prohibited.

All flammable liquids/chemicals/paints, etc must be stored in accordance with relevant local fire prevention regulations.

Unauthorized tampering with any fire protection equipment or system shall not be tolerated.

SMOKING

Owing to the high risk of fire associated with project site, SMOKING is to be strictly confined to designated areas only. These areas are clearly identified. Smoking is strictly forbidden elsewhere on site.

In the event of infringement of this rule Minerex Drilling Contractors site management will require the instant and permanent removal from site of the employee concerned.

18.0.1 PERMIT TO WORK SYSTEM

Minerex Drilling Contractors operates "Permit to Work System" which all the site personnel shall adhere to fully where these systems are in force. In general these are designed to control flammability & chemical hazards by the proper authorization of use of flames and other works requiring special precautions. The operation of this system will be explained to all the concerned personnel by the Project Safety Officer at the time of safety induction or before commencement of the work

The Project Safety Officer shall ensure that personnel are told of and understand the Minerex Drilling Contractors permit to work system and other arrangements that apply to the particular location at which their personnel are to work.

18.0.2 FACILITIES

Project Management shall ensure the following:

Fire protection facilities shall be provided in all vulnerable areas for immediate use to protect personnel, works, temporary works, material storage, offices, records, etc. from fire.

Fire extinguishers shall have the following colour coding standards:

Red - For water extinguisher

Blue - For dry chemical powder extinguisher

Black - For CO2 Extinguisher

Cream - For Foam Extinguisher

The Project Safety Officer will ensure that site is provided with approved fire extinguishers, the quantity, size and types of which, to be in accordance with Company & local Civil Defense department approved standards. Location of extinguishers will include:

- a) Workshops, stores
- b) Work Site Office - Cabins
- c) Any place where combustible material may be placed/stored
- d) All work locations where hot work is being performed or there is a potential fire risk

N.B. No maintenance of fire extinguishers shall be carried out by project/client personnel at work site. Used and or damaged fire extinguishers shall be sent to an authorized and approved agency for maintenance, repair and refilling.

19.0 ACCIDENTS, INCIDENTS & NEAR MISSES

19.0.1 OBJECTIVE

The Project prime objective shall be, but not limited to the following:

All accidents, incidents & near misses shall be reported. The reporting provides project management with the opportunity to prevent more serious accidents. Near misses, which may be more frequent than one realizes can be very effective signals about specific areas that need safety improvement.

To define methods of reporting such accidents, incidents and near misses and determine the levels of investigation

To take necessary steps for the prevention of re-occurrence and to monitor results of preventive methods and remedial measures.

19.0.2 ACCIDENT REPORTING AND INVESTIGATION PROCEDURE

Following is a briefing of project accident reporting and investigation procedure that shall be implemented during the project phase of the project.

All accidents shall be reported and investigated in a consistent manner, capturing all necessary information to identify the cause factors and intended remedial measures to prevent recurrence.

RESPONSIBILITIES

All accidents shall be immediately reported to the line supervisor in charge, the Project Manager, Project Manager and Client HSE department.

Accident notification (form) shall be issued and a copy submitted to the company within 24 hours of incident occurrence.

Accident investigation shall be carried out by the concerned Project Manager/ Drilling Supervisor in charge and Project Safety Officer (depending on the severity of the accident)

Detailed investigation shall be carried out by Project Safety Officer, Project Manager and a complete report pertaining to the investigation and remedial actions recommended/taken, shall be issued and copy shall be forwarded to action party.

20.0 ROAD TRANSPORT & TRAFFIC RULES

20.0.1 DRIVING AND TRANSPORTATION

Minerex Drilling Contractors Project Management will ensure that the control, use and maintenance of vehicles and machinery is performed in safe manner in order to prevent accidents and that the specified regulations and provisions in force are adhered to.

DRIVERS AND MACHINE OPERATORS

All drivers employed by the project shall be suitably qualified for the vehicles they shall be permitted to drive.

Minerex Drilling Contractors Project Management shall ensure that all drivers have the appropriate client driving permit / licenses and permits required by the local authorities and the company to enable them to drive.

All drivers will be instructed in the requirements for any specific permits that will be needed to enter a / or part of a site and also the need for displaying passes / permits if so specified by company representatives.

All drivers and machine operators shall be fully responsible and accountable for the safe operation, of their vehicles and plant in accordance with the Project HSE plan and local traffic rules and regulations.

21.0 HOUSEKEEPING

Good housekeeping shall be considered one of the fundamental defenses against accidents and injuries in the work place and is the responsibility of all personnel.

All emergency walkways, passages exits, fire doors, break glass alarm points, fire protection equipment, first aid and other emergency stations shall be kept clean, unobstructed and in good working order.

All work places shall be maintained clear of debris, waste and rubbish, which shall be disposed of in segregated containers for disposal in accordance with waste management procedure. Stockpiles of raw material shall not be allowed to accumulate in the work place and adequate storage facilities for tools and other materials must be maintained which are segregated from the workplace.

All spillage of liquids, especially of oily or greasy liquids, shall be immediately cleaned up by absorption in inert sand or other suitable material. If rags are used to mop up spills of flammable material they shall immediately be removed to a safe place and stored in closed containers for safe disposal.

22.0 ELECTRICAL SYSTEM

Minerex Drilling Contractors will establish a system for ensuring the safety of all personnel engaged in the operation and/or maintenance of site electrical installations, equipment and apparatus.

Work must not be carried out on any electrical equipment by persons other than qualified electrician.

22.0.1 RESPONSIBILITIES

The Project Manager/Drilling Supervisor shall be responsible for ensuring that all personnel working on electrically driven equipment adhere to the relevant rules and regulations. He shall ensure that all personnel carrying out such work are competent, trained and conversant with the requirements of each task to be performed.

22.0.2 SAFETY PRECAUTIONS

No personnel shall carry out work of any description, including maintenance, repairs, cleaning and testing of any part of electrical apparatus which are normally live, unless the following safety precautions have been considered and are operational.

Electrical apparatus, plant and equipment shall be made safe prior to any work on it being carried out.

All electrical power supplies associated with the particular electrical apparatus, plant or equipment, are isolated / disconnected and that this is done in such a manner to preclude any likelihood of any supply being accidentally or inadvertently made live.

The equipment shall be efficiently earthed as appropriate.

The authorized person shall be fully conversant with the nature and also the extent of the work to be carried out and with the location and function of any equipment which shall remain live during work

The wearing of jewelry, such as rings, watch bands, metal chains etc. is discouraged. Keep sleeves rolled down when in or close to live circuits or apparatus.

All electrical installations shall comply with International standards.

All portable electrical tools shall be of 240 V, if it operates at voltage in excess of 240 V, it shall be protected by Residual Current Device (RCD) of 30 milliamps at 30 milli second.

23.0 ENVIRONMENT

23.0.1 ENVIRONMENTAL OBJECTIVES

With regard to environment, the target is that project shall use its best efforts to prevent and take all reasonable precautions to avoid pollution or contamination of the work locations or water, arising out of its performance of the work. This will strictly adhere to all applicable laws, regulations, codes of practice relevant to the protection of environment and to incorporate best practices in environmental principles into all its project activities.

The prime objective of the project environmental activities during the project phases shall be, but not limited to the following:

Implementing all relevant/approved supporting plans (waste management, and transport & traffic management plan etc.)

Direct the project personnel attitude towards environment through awareness programs, inspections, audits, meetings, and tool box talks/meetings conducted by the Project Safety Officer.

Reinstatement of work areas after completion of project related

activities. To minimize and control waste production generated from the project activities

To minimize and control water consumption throughout the project phase of the project.

24.0 OTHERS

24.0.1 VIOLATIONS & DISCIPLINARY MEASURES

24.0.2 GENERAL

Violations are cases of disregard for health, safety and environment procedures and behavior which could have caused an accident, but which by good fortune did not.

Minerex Drilling Contractors project management is convinced that safety considerations override normal work practices and depend on the degree of potential risk to personnel on a job or to the general public.

24.0.3 CONDUCT AND BEHAVIOUR

All project personnel available at the project premises and or at work place/site shall respect, consider and adhere to the relevant HSE and administrative rules/regulations.

Project's employees, who engage in horseplay, fighting, or any other activity that can be classed as gross misconduct, will be subject to disciplinary action up to and including their dismissal from the project site.

24.0.4 ADMINISTRATIVE ACTION/SANCTIONS

Disciplinary measures and administrative sanctions against the above mentioned violations and offences will depend on severity of the violations and the strictness of the project HSE and administrative procedures, as well as local authorities laws and Minerex Drilling Contractors (Ghana) Limited Disciplinary Procedure.

25.0 SITE SAFETY RULES

No drugs, alcohol or alcoholic beverages are permitted on work-site.

Fighting and horseplay is prohibited. No firearms, knives or other offensive weapons are permitted. Smoking is only allowed in specifically designated smoking areas, any person found smoking in restricted areas (no smoking areas) is liable to be permanently removed from the work-site. A permit to work system shall be in operation if required at the work site. Any restrictions stated on the permit must be strictly adhered to.

26.0 SUB CONTRACTORS

Definition: Sub contractor means a company engaged to provide services, materials & work at the above project site by means of a contract with Minerex.

Subcontractors involved with the project are responsible for employing personnel to the Minerex Drilling Contractors standards as indicated in the Project HSE Plan.

The subcontractor will provide the project management team with their own HSE manual, HSE plan, or HSE policy.

A potential subcontractor will be required to demonstrate acceptable standards of HSE management in accordance with the project and company requirements.

Site Management shall provide a copy of Minerex Drilling Contractors 'Minerex Drilling Contractors Health, Safety and Environmental Rules and Conditions for Sub Contractors' booklet.

26.0.2 SUB-CONTRACTOR'S HSE POLICY

Each Subcontractor will be responsible for providing their HSE policy statement, addressed to all their personnel in the appropriate language, pertaining to the issues:

The importance of health, safety & environmental issues, which will be considered at the same level of importance as all other business objectives and activities.

That all accidents are preventable and every precaution must be taken to avoid occurrence.

Health safety and environmental issues are line management responsibility with individual responsibilities clearly defined.

All personnel are responsible for their own safety, the safety of co-workers, and the safety of other persons who may be visiting, or be in the vicinity of their work location.

The Subcontractors will ensure that their personnel are physically and mentally fit for the work for which they have been employed.

The Subcontractor will ensure that adequate hygiene standards are maintained in accordance with the Minerex Drilling Contractors occupational health standards.

The Subcontractor will be responsible for providing adequate approved personal protective equipment (PPE) to their employees to ensure suitable protection for the nature of work being performed.

The Subcontractor shall submit HSE statistics on a weekly basis to the Minerex Drilling Contractors HSE department, weekly project statistical report format can be collected

from Minerex Drilling Contractors site HSE Department, the statistics will include the following information:

The Subcontractor will be responsible for ensuring their employees receive and are certified in accordance with company training requirements.

The Subcontractor will comply with the project emergency response plan whilst on work site or camp location.

All accident/incidents, which occur whilst undertaking work for the project will be, reported immediately to the project health, safety & environment personnel.

The Subcontractor shall comply with all project and company road traffic, transport, journey management and vehicle standards requirements.

27.0 LOCAL LABOUR LAW & RELEVANT GOVERNMENTAL LEGISLATION

Minerex Drilling Contractors (Ghana) Limited recognizes its responsibility to comply with all relevant statutory health, safety and environment requirements and will ensure that it observes such requirements accordingly. Minerex Drilling Contractors will establish and maintain a range of safety management techniques designed to ensure compliance, such as preparation of HSE Plan, risk assessment, safety inspections, safety audits, safety meetings, written safe work procedures, safety guidelines in work procedures and adequate communication system.

The principal statutory health, safety and environment requirements to be observed during the execution of the project include all relevant national and municipal laws and regulations. Other international standards will be used for guidance.

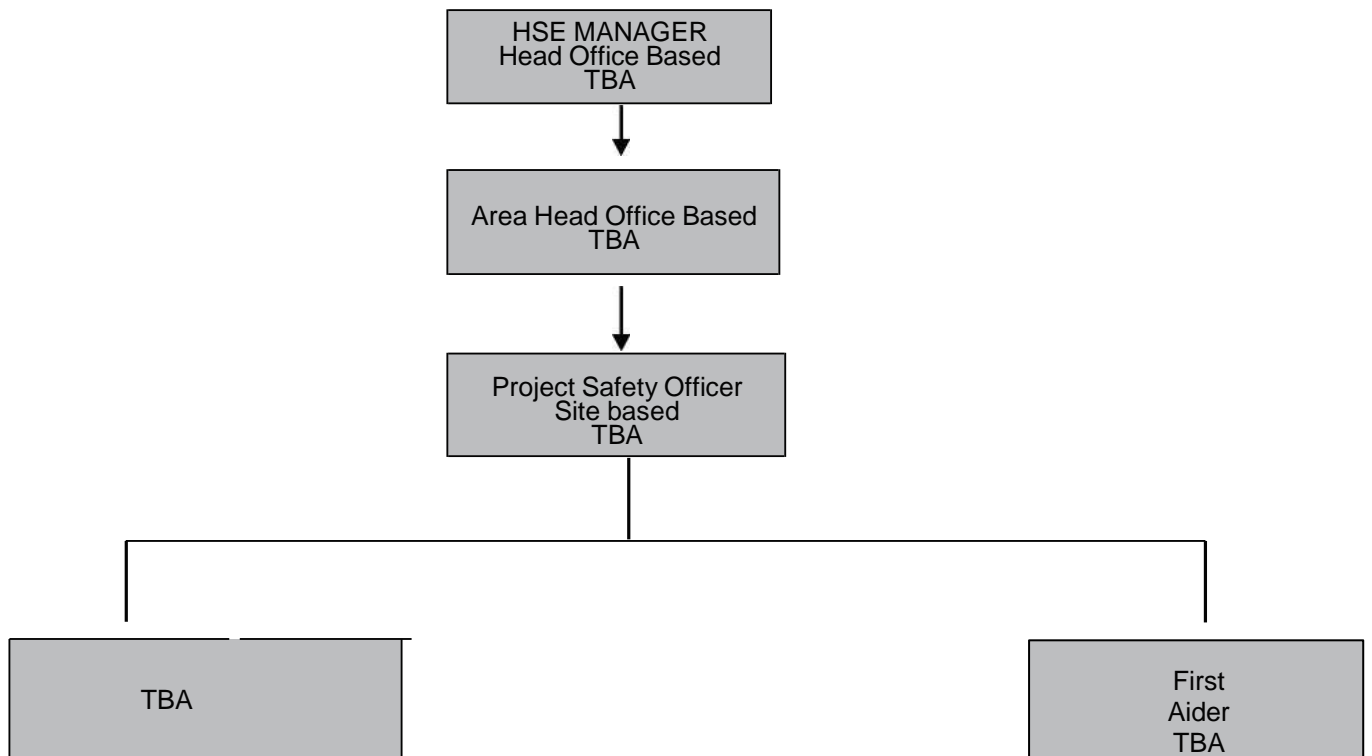
The Local labour law will be adhered in all labour related to all matters.

28.0 APPENDICES

- 28.1 PROJECT HSE ORGANIZATION CHART
- 28.2 HSE PLAN DISTRIBUTION MATRIX
- 28.3 PROJECT HSE TARGETS
- 28.4 HSE MEETINGS SCHEDULE
- 28.5 PLANNED HSE INSPECTION PROGRAM
- 28.6 LOCAL HSE LEGISLATION
- 28.7 MINEREX PROJECT TRAINING MATRIX
- 28.8 LIST OF PROJECT HSE FORMS
- 28.9 LIST OF PROJECT HSE INSPECTION CHECKLISTS

APPENDIX 28.1

HSE ORGANIZATION CHART





**APPENDIX 28.2
HSE PLAN DISTRIBUTION MATRIX**

Sl. No.	POSITION/LOCATION	NO. OF COPIES
1.	Client/Consultant Project manager	1
2.	Minerex Drilling Contractors Area Manager	1
3.	Minerex Drilling Contractors Project Manager	1
4.	Minerex Drilling Contractors Project Drilling Supervisor	1
5.	Minerex Drilling Contractors Project Safety Officer	1
6.	Minerex Drilling Contractors Project General Drilling Supervisor	1
7.	Minerex Drilling Contractors Site HSE Notice Board	1



**APPENDIX 28.3
PROJECT HSE TARGETS**

Health, Safety and Environmental targets are summarized in the following table. They shall be updated accordingly.

1.	FATALITES	0
2.	LOST TIME INJURIES	0 PER FIRST 1,000,000 MAN HOURS
3.	LOST TIME INJURY FREQUENCY	0 PER FIRST 1,000,000 MAN HOURS
4.	FIRST AID CASES	<6.0 PER MONTH
5.	MAN HOURS WITHOUT L.T.I.	1,000,000 RENEWABLE
6.	NUMBER OF NEAR MISSES	< 6.0 PER MONTH
7.	NUMBER OF VEHICLE ACCIDENTS	0 DURATION OF PROJECT
8.	NUMBER OF KM WITHOUT ACCIDENT	1,000,000 RENEWABLE
9.	ENVIRONMENTAL INFRINGEMENTS	< 1.0 PER MONTH

PS: Project Manager is to ensure the achievement of above targets.



APPENDIX 28.4 HSE MEETINGS SCHEDULE

HSE meetings shall be scheduled (basically) during the project phase of the project as follows:

Nos.	MEETING TYPE/SUBJECT	CHAired BY	DATE / FREQUENCY
1.	Tool Box Talk Meeting	Driller	Daily
2.	Internal HSE Meeting	Project Manager	Fortnightly
3.	Client HSE Meeting	Project Safety Officer	Monthly

PS: Project Manager is to ensure compliance with the above Schedules



APPENDIX 28.5

PLANNED HSE INSPECTION PROGRAM

Inspection authority	Daily inspection	Weekly inspection	Monthly inspection	Quarterly inspection
Project Safety Officer	Work site	Work Site / Vehicles/ Plants Generators/Power Tools	Fire Extinguishers/ workshop	x
Project Manager	x	Work site	x	x



**APPENDIX 28.6 LOCAL
HSE LEGISLATIONS**

NO.	DESCRIPTION
1	
2	
3	



**APPENDIX 28.7
HSE TRAINING MATRIX**

Minerex Drilling Contractors (Ghana) Limited IN HOUSE HSE TRAINING MATRIX

S. No.	Course Title	Participant
1	HSE Induction	Mandatory for all site employees of Sub contractors' and visitors involved in the project.
2	Permit to work	Minerex Drilling Contractors (Ghana) Limited
3	Fire Extinguisher training (Types and Method of Operation)	Drilling Supervisor/Welder/Electrician /Safety Assistant & Fire Warden

MINEREX DRILLING CONTRACTORS EXTERNAL HSE TRAINING MATRIX

S. No.	Course Title	Participant
1	First Aid	2% of total project
2	Driller Offsider Competency & Evaluation Training Program	

The above specified in-house and external HSE trainings shall be arranged by the Project HSE Consultant.

