

**Engineering and Environmental
Management Services Limited**



HSE GUIDELINES



EEMS Limited

ISO 9001:2015 Certified Organisation

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I.0 INTRODUCTION

1.1 Purpose of this Document

This document contains specific guidelines and requirements for ensuring safety of personnel, care of materials, safe handling of chemicals and operation of equipment and safe working habits in the execution of services as well as environmental consciousness or awareness. It is mandatory for all EEMS staff as well as those of third parties working or associated with EEMS geared towards achieving its mission and vision.

1.2 Mission, Vision and Core Values

EEMS Mission

Supporting the promotion of sustainable development with quality services that satisfy the needs of the society, abiding by the utmost professional and ethical standards and create values for our stakeholders.

EEMS Vision

To be one of the leading environmental and social assessment providers in Africa.

Core Values -PAIDE

- **Patriotism:** We are committed to our environment and community
- **Accountability:** We take responsibility for our work and make what is wrong right to the greatest extent possible.
- **Integrity:** We are open and honest in our communication and we keep our word.
- **Diligence:** Collective drive to provide quality products, and services no matter the obstacles.

Empathy: We value our people and measure every decision and outcome based on perspectives of our stakeholders.



1.3 Occupational Health and Safety Policy

Engineering and Environmental Management Services Limited is committed to providing and maintaining a healthy and safe working environment hence preventing injuries and ill health for all employees and stakeholders, also members of the public that can be affected by our activities with a view to continuous improvement.

This goal is only achievable by adherence to the annually set Health and Safety objectives striving to exceed all obligation of the legal and other requirements, and by fostering an enthusiastic commitment to health, safety and the environment within Engineering and Environmental Management Services Limited employees, contractors, and visitors.

EEMS Top management is committed to:

- Provide a safe and non-hazardous working condition to prevent injuries and ill health
- Eliminate OH&S hazards and reduce the associated risks
- Continually improve OH&S MS to enhance its OH&S performance.
- Providing adequate information, procedures, and trainings to enable all workforce to do their job safely.
- Providing safe and effective tools and support in terms of time and resources to perform the safety role/function to achieve the desired work outcome.
- Continuous assessment of the results and monitoring of OH&S to enhance its performance.



All employees shall maintain and improve OH&S in all areas of EEMS activities following the guiding principles:

- Leadership, responsibility, and commitment towards OH&S
- Promotion of an organizational culture of OH&S
- Efficient processes of identification of OH&S hazards and risk management, and benefit the opportunities
- Participation in various OH&S related trainings, programs, and awareness
- Reporting of all near misses, accidents, hazards, and issues.
- Compliance with legal and other requirements

1.4 Management of Safety

1.4.1 Responsibility for Compliance

The Health, Safety and Environment Coordinator (HSEC) is responsible for ensuring that all concerned in the company's work force (including permanent and non-permanent staff) follow the guidelines for SAFETY.

For every project, the HSEC determines specific safety requirements to suit present work conditions for the Project. The PM ensures that the safety requirements are adhered to while on the project, the HSEC then relates with the various PM to constantly check the efficiency of the SAFETY provisions



1.4.2 Management Measures

The management of EEMS Limited shall put up measures to: -

- Ensure that the HSE manual is reviewed annually.
- Review safety performance, quarterly.
- Regular field visit/audits by the Management, for field work that last beyond 1 (one) month.
- Ensure periodic maintenance of all equipment so as to prevent incidental breakdown.
- Ensure that follow-up on safety audits and all recommendations are adequately implemented.
- Ensure compliance with all currently stipulated statutory SAFETY rules and regulations.
- Formulate policies to encourage safer operations that will lead to the attainment of higher safety standards.
- Ensure that there are continuous SAFETY Training Programs.
- Evolve a comprehensive environmental protection programme by liaising with clients and sub-contractors/consultants.
- Striving to avoid risks associated with driving and transportation by confirming if the action can be done by other means such as phone calls, email or courier before any journey is taken.
- Encourage staff to report accidents and near misses
- Ensure accidents are investigated to prevent reoccurrence.
- Ensure compliance and enforcement of the prevailing alcohol and drug law.
- Ensure that personnel over 60 years of age are not engaged in active field duties.
- Ensure first aid boxes are provided both in the office and on site.
- Health, Safety and Environmental awareness shall be conducted periodically.

1.4.3 Objectives and Targets



1. Reduce work related injuries to zero.
2. Prevent pollution and preserve the environmental resources.
3. Improve the Health and Welfare of our own and associate staff
4. Promote safety awareness amongst own/ associate staff
5. Improve on our past health and safety performance.
6. Improve on our waste disposal methods.
7. Reduce road traffic accidents to zero



2.1 Basic HSE Rules

- All employees are expected to be neat while on duty.
- Avoid wastage of water, energy, materials, and office utilities.
- Use everything to the maximum utilization.
- Air emissions, water discharge and solid wastes should be minimized as far as possible.
- All office waste should be disposed properly in accordance with local disposal laws.
- Reduce clutter in your work and storage areas - you will work in a more organized way, feel less pressured and avoid trips and falls.



The Nigerian Labour Act requires all employers to ensure so far as is reasonably practicable the Health, Safety and Wellbeing of employees are properly preserved and protected.

This will remain the watchwords of the management. To achieve these the following shall be ensured.

- Use of Personal Protective Equipment (PPE) when handling toxic materials or chemicals.
- Overalls or personal clothing must be clean and free from harmful or poisonous substances. If clothes are contaminated, they should be removed and cleaned immediately.
- Hands shall be washed thoroughly after using the toilet.
- Hands shall be washed thoroughly before touching anything meant to be eaten.
- First aid boxes shall be fully equipped for use by all employees.
- There shall be no smoking in the office premises. Should there be smoking; a smoking designated area will be assigned.
- Any questionable source of water other than that supplied by the company shall not be drunk.
- All rest rooms shall be clean and regularly disinfected and all staff must ensure compliance after usage. This will be disinfected regularly.

2.2.1 First Aid

This is the immediate help provided to an injured or seriously ill person before proper medical attention can be reached. In the case of any accident, a first aid kit has been made available in the office and on the field for use before any further treatment can be carried out.



2.2.2 General Rules in an Emergency

An emergency occurs when an accident leads to severe bleeding, cuts, fractures, failure to breathe, extensive burns, broken bones, etc. In the event of any of the above, the following General Rules will apply,

- If unconscious person is not breathing, start artificial respiration at once
- If the injured is bleeding, stop the bleeding.
- Do not permit an injured person to sit up or stand until you know how serious the injury is.
- Do not move the person until you are sure it can be done safely.
- Do not give liquid to an unconscious person
- Keep calm, act quickly, quietly keep bystanders away.

2.2.3 General Rules for Burns

In the event of a burn of any nature.

- Cut clothing from around burned part, do not pull it.
- Cool the burns area with cool running water for several minutes. (do not use ice to cool)
- If blisters are present, do not break or prick them.
- If burned area is large, call a physician immediately.
- Do not apply any substance such as grease or salve on burned area.
- Treat for shock in cases of severe burns.



2.2.4 Workplace stress

Workplace stress is recognized as a contributing factor of injury. We are all vulnerable to workplace stress, influenced by personal issues, work/life balance, general health and relationships at work.

Here are some general strategies to reduce workplace stress that team members can implement:

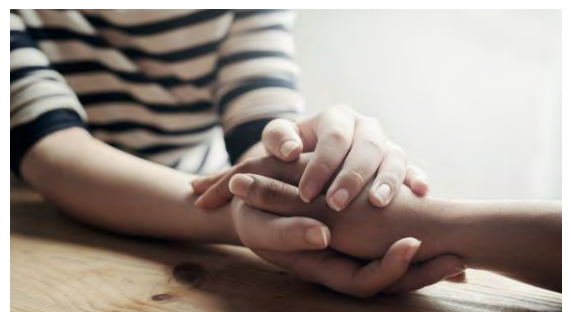
- Be aware of each other's workload.
- Clarify priorities and deadlines.
- Clarify team roles and support flexibility.
- Discuss changes.
- Improve physical environment or comfort.
- Recognize and acknowledge each other's efforts.

Develop your communication, negotiation and conflict management skills.

2.3 Safety

All safety policies shall be implemented by all staff and will be enforced by the HSEC.

- Sustain commitment to and efficiency of safety meetings.
- Further, intensify training programs with special emphasis on HSE issues.
- Organise SAFETY activities aimed at personal development.
- Ensure that all hired drivers undergo defensive driving course.
- Analyse new projects and jobs for safety. Job safety analysis (JSA) of all jobs should be properly documented.
- Ensure that safety warning signs and checklists are in place.
- Ensure that all safety policies are understood and carried out by all personnel.
- Review all safety programs periodically.
- Ensure that all personnel on site use protective wears required of them.
- Personnel must be familiar with equipment or instrument before operating them.



2.3.1 Office Safety Rules

- Workstations and surrounding area should be kept clean and free from obstructions.
- Working at height above one's height should be done with the use of a Ladder and harness.
- On job completion all tools, equipment and left over material should be removed and kept at their designated storage places.
- Visitors must stay in the visitors lounge except for those on official visits, and has a need to visit workstations.
- Collect and put rubbish into bins provided for the purpose
- Do not litter the office
- Keep work area tidy at all times
- Keep walk-ways free and clean: no material should be stacked in passages and emergency exit
- All bad furniture and office equipment should be brought to the notice of the Corporate Service Executive in Writing.
- Before throwing away office waste, they should be properly destroyed.
- Personnel files and Record of Emergency Data sheets should be kept in a secure location with restricted access.
- Passwords and other computer-based security measures should be enforced to prevent unauthorized access
- Fuels should be stored away from heat sources.
- All materials shall be stacked tightly and up to safe height to prevent them from falling and causing accident
- Electric appliance, sockets and switches not being used should be switched off.
- All electric appliances, sockets and switches should be turned off at the close of work



2.3.2 Field Safety Rules

- Work place and surrounding area should be kept clean and free from obstruction.
- Use of Personal Protective Equipment (PPE) when carrying out work on any outstation (field)
- Use suitable and well-maintained equipment as much as possible.
- For working at heights, safety belt should be worn
- Where applicable, work permit should be issued out before the start of work.
- Avoid wearing loose clothing on field
- All malfunctioning Field equipment should be brought to the notice of the Project Operations Executive in Writing.
- Fuels should be stored away from heat sources.
- No Smoking signs should be strictly observed.



2.3.3 Fire Fighting Procedure

In case fire is observed, the following procedure should be initiated.

- Raise an alarm, call fire service 08032003557.
- Try to fight the fire safely.
- Move quickly (not running) to muster point (beside the security house by the plaza's front gate).
- Take roll call
- Remember life is more valuable than any amount of gold.

2.4 Environment

It is everything that surrounds us. It is the components of the earth, which include land, air, water and everything within it.

The environment needs to be protected as it may in turn affect humans because of the interaction between us. Therefore, it is important to note that any activities that can cause harm to our environment should be reduced or eliminated.

While on fieldwork, observe the following: -

- Avoid collecting samples in excess of what is needed,



- Follow an existing path as much as possible, avoid cutting down vegetation to create routes,
- Any area excavated shall be filled back and restored as soon as work is completed
- Do not enter adjacent land, without the permission of the owner
- Preserve and protect archaeological, cultural and religious sites
- Respect the people’s culture and way of life
- All wastes generated shall be collected and disposed in accordance with regulations governing the site.

For a detailed breakdown on the environmental aspects, see Register of Environmental Aspects.

2.5 Hazards and Risk Assessment

These are conditions with potentials of causing injury to personnel, damage to equipment and loss of material. All hazardous areas will have markings to identify nature of hazards and type of preventive, protection and or precautionary actions required.

2.5.1 Hazards Checklist

All works shall be examined using the current version of the Hazard Checklist Document. Project Managers shall complete the hazard checklist at planning stage for any job or task and then forwarded to HSEC. The HSEC shall assemble all personnel involved in the job/task for risk assessment.

2.5.2 Risk Assessment

Risk assessment is conducted for all projects carried out by EEMS Limited, in line with the Risk Assessment Process of EEMS. This must be completed before commencement of the project or departure of the team and approval is obtained for the Risk Register.



2.6 Protective Wears and Equipment

These are as a last line of defense when all safety measures have been observed and there is need to protect the workers from a hazardous situation.

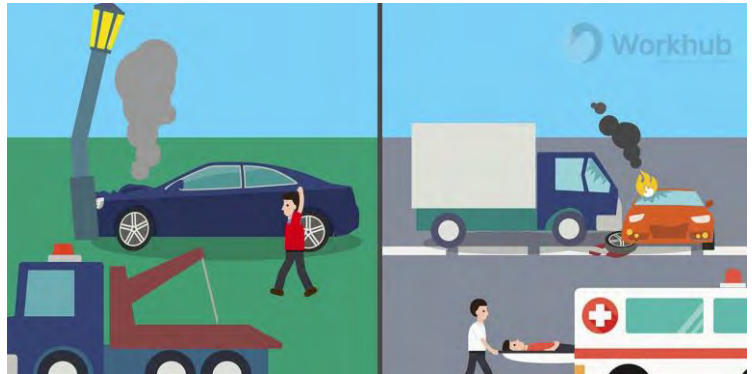
The guidelines include:

- Establish the need for them by previous recorded accidents, safety audit, legal requirement, and susceptibility of individuals.
- Select equipment based on quality, durability, suitability, non-interference & appearance.
- Provide equipment.
- Enforce its use.



3.0 ACCIDENT PREVENTION

Accidents result in suffering, pain and death to victims and their families, and waste of time, money, materials and damage plants, machines and equipment. Even, the Government incurs losses when accidents occur at work. Consequently, it is our desire to prevent accidents in all our operations. No efforts will be overlooked in the crusade to achieve this golden objective.



3.1 Accident Reporting and Investigation

One of the weapons, which this company will use in preventing future accident, is the investigation of any accident that may occur. The primary purpose of this exercise is to determine the cause(s) of the accident and use these facts to prevent a recurrence in the future. If this is not done, appropriate warning and precautionary measures cannot be prescribed for employees to observe and the same or similar incident will occur again. Therefore, if the accident were not reported in the first place no efforts would be made to establish its cause(s).

Hence it is a matter of policy of this company that every employee is expected to immediately report to his/her supervisor any accident which occurs to him/her, his/her fellow employee(s) or, any machine/equipment in his/her place of work. The Supervisor in turn is expected to investigate the accident to determine the circumstances surrounding the accident. He/She should correct any unsafe acts and/ or conditions that were responsible for the accident.

Where such cause cannot be immediately rectified, he should make recommendations to Management on what measures to be implemented in order to forestall a similar mishap occurring in the future. Employees must co-operate during the investigation. The exercise is a FACT FINDING and NOT a FAULT FINDING one. It is not witch-hunting. Management will not hesitate to deal seriously with any worker who obstructs or hides fact during an accident investigation. Every effort should be made by employees to prevent fire outbreaks.

Accident reporting/investigation form shall be filled immediately any incident or accident occurs

3.1.1 Techniques of Accident Investigation

- Go to the scene of the accident promptly.
- Talk with the injured person if possible.
- Talk with eyewitnesses. Stress getting the facts, not placing responsibility or blame.
- Listen for clues in the conversations around you.
- Encourage people to give their ideas for preventing a reoccurrence.
- Study possible causes. Take measurements, photographs and make sketches. Examine permits and instruction applied in the course of work in which the incident occurred.

3.1.2 Techniques for Interviewing

- Interview separately.
- Interview in an appropriate place.
- Put the person at ease.
- Get the individual's version.
- Ask necessary questions at the right time.
- Give the witness some feedback.
- Record critical information quickly. Use visual aids and if interview is not on site.
- End interview with a positive note.
- Keep the line of communication open.

3.1.3 Investigation Report

At the end of an investigation, a report should be written furnishing

- circumstances of the accident,
- events leading up to it,
- observation in the course of investigation,
- the causes of the accident,
- Recommendation for the prevention of a reoccurrence.

This report should be circulated to management for consideration and approval for the implementation of the recommendations.



3.2 Accident Prevention Through Job Analysis (JSA)

To uncover hazards that may have been overlooked during pre-mobilization meetings or may have developed after /work has begun, a continuing program of activities must be carried on. One of the most important of these activities is job safety analysis.

3.2.1 Definition

A job safety analysis is a procedure to make a job safe by:

- Identifying the hazards or potential accidents associated with each step of the job.
- Developing a solution for each hazard that will either eliminate or control the exposure.

Once the hazards are identified, the proper solutions can be developed. Some solution may be physical changes that control the hazard, such as placing a guard over an exposed man-hole in a house boat deck. Others may be job procedure that eliminate or minimize the hazard, for example, safe handling of cutlasses. Some job step may have no hazards associated with them, but other job steps may each be accompanied by one or more hazard(s). Some hazards are conditions; some are actions. All are potential causes of accident.

The four basic steps in making a job safety analysis are-

- Select the job to be analysed.
- Break the job down into successive steps
- Identify the hazards and potential accidents.
- Develop ways to eliminate the hazard and prevent the potential accidents.

3.2.2 Selecting The Job

In selecting the jobs to be analysed and in establishing the order of analysis, top supervision of the Project team should be guided by the following factors:

- *Frequency of accident:* A job that has repeatedly produced accidents is a candidate for JSA. The greater the number of accidents associated with the job, the greater its priority claim for a JSA, e.g., machete cuts.
- *Production of disabling injuries:* Every job that has produced disabling injuries should be given a JSA. The injuries prove that preventive action taken prior to their occurrence was not successful.
- *Severity potential:* Some jobs may have no history of accidents but may have the potential for severe injury, e.g. chain-saw accidents.
- New jobs created by changes in equipment or in processes obviously have no history of accident, but their accident potential may not be fully appreciated. A JSA of every new job should be made as soon as the job has been created. Analysis could not be delayed until accidents or near misses occur.

3.2.3 Work Break Down Structure

Before the search for hazards begins, the job should be broken down into basic steps. The steps should describe what is being done and should be given in the order of occurrence. Details should be omitted.

The job should be observed for break down by basic steps. The supervisor should ask, “*what is the first basic step of the job; what starts the job? What is the next basic step?*” and so on. The steps must not be either too general or too limited.

Accident Reporting/ Investigation Form

1 Particulars of the reporter (a) name: _____	
(b) address: _____	(c) phone #/Email: _____
2 The person reporting is: <input type="checkbox"/> An employee <input type="checkbox"/> A contractor <input type="checkbox"/> others	3 Place of accident: _____
4. Personal data of involved person: (a) name: _____ (b) Date of birth: _____	
(c) residential address: _____	(d) Occupation: _____
5 The person involved is: <input type="checkbox"/> same as reporter <input type="checkbox"/> An employee <input type="checkbox"/> A contractor <input type="checkbox"/> others	6. Period of employment of involved person (if an employee): _____
7. Date/Time of Incident: _____	8. Type of incident/accident: <input type="checkbox"/> Near miss <input type="checkbox"/> First Aid <input type="checkbox"/> Fatal <input type="checkbox"/> Lost time injury <input type="checkbox"/> property damage
9. Hours worked since arrival at work before incident: _____	10 Treatment of injury: <input type="checkbox"/> None, <input type="checkbox"/> First aid only, <input type="checkbox"/> Doctor but no hospitalization <input type="checkbox"/> Hospitalization
12 Cause of accident: <input type="checkbox"/> Machinery or (mainly) fixed plant, <input type="checkbox"/> Mobile plant or transport, <input type="checkbox"/> Powered equipment, tool, or appliance, <input type="checkbox"/> Non-powered hand tool, appliance, or equipment, <input type="checkbox"/> Chemical or chemical product, <input type="checkbox"/> Material or substance, <input type="checkbox"/> Environmental exposure (e.g. dust, gas), <input type="checkbox"/> Motor boat or other water transport, <input type="checkbox"/> Animal, human or biological agents, <input type="checkbox"/> Others	11 Mechanism of accident: <input type="checkbox"/> Fall, trip or slip <input type="checkbox"/> hitting objects with part of the body <input type="checkbox"/> Sound or pressure <input type="checkbox"/> hit by moving objects <input type="checkbox"/> Body stressing <input type="checkbox"/> heat, radiation or energy <input type="checkbox"/> Biological factors <input type="checkbox"/> chemicals or other substances, <input type="checkbox"/> falling into water, <input type="checkbox"/> Mental stress
13 Body part affected: <input type="checkbox"/> Head, <input type="checkbox"/> neck, <input type="checkbox"/> trunk, <input type="checkbox"/> Upper limb, <input type="checkbox"/> lower limb, <input type="checkbox"/> multiple locations, <input type="checkbox"/> Systemic internal organs, <input type="checkbox"/> others	14 Nature of injury or disease: <input type="checkbox"/> Fatal, <input type="checkbox"/> Fracture, <input type="checkbox"/> Puncture wound, <input type="checkbox"/> Poisoning or toxic effects, <input type="checkbox"/> Dislocation, <input type="checkbox"/> Multiple injuries, <input type="checkbox"/> Head injury, <input type="checkbox"/> Open wound, <input type="checkbox"/> Superficial injury, <input type="checkbox"/> Bruising or crushing, <input type="checkbox"/> Burns, <input type="checkbox"/> Disease (specify), <input type="checkbox"/> Others
15 How did the accident/serious harm happen? (If not enough attach separate sheet or sheets.): _____	16 Immediate corrective action taken (If not enough attach separate sheet or sheets.): _____
17 Report Prepared by: Name: _____ Position: _____ Signature and date _____ / ____ / ____	
18 Has an investigation been carried out? <input type="checkbox"/> Yes <input type="checkbox"/> No (Details of investigation and action to be taken to prevent reoccurrence should be attached.) Investigated by: Name: _____ Position: _____ Signature and date _____ / ____ / ____	