



AzSPU OFFICE HEALTH, SAFETY AND ENVIRONMENTAL (HSE) MANUAL

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No Accidents,
No Harm to People,
No Damage to the Environment

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TABLE OF CONTENTS

I	INTRODUCTION	3
II	ABBREVIATIONS	3
III	MY KEY TO OFFICE HSE	5
IV	EMERGENCY PREPAREDNESS - LIFE SAFETY PLAN	7
	LIFE SAFETY PLAN	7
	REPORTING EMERGENCIES	8
V	HAZARDS IDENTIFICATION, EVALUATION AND REPORTING	10
	HAZARD IDENTIFICATION AND EVALUATION	10
	REPORTING HAZARDS	10
	BEHAVIORAL SAFETY PROGRAMMES: BOSS/ SOC	11
	OFFICE SAFETY INSPECTIONS	11
VI	REPORTING INCIDENTS	12
VII	AUTHORIZATION TO PERFORM NON-ROUTINE WORKS	13
VIII	HSE MEETINGS	13
IX	OFFICE HSE GUIDELINES AND PRACTICES	13
	HOUSEKEEPING	13
	MATERIALS STORAGE	14
	SPILL RESPONSE	3
	TRAINING	14
	OFFICE EQUIPMENT	15
	OFFICE ERGONOMICS	16
	MANUAL LIFTING AND CARRYING	16
	SLIPS AND FALLS	16
	VENTILATION, AIR QUALITY	17
	ELECTRICAL SAFETY	17
	FIRE SAFETY	18
	WASTE MANAGEMENT	18
	FIRST AID FACILITIES	19
	TRANSPORT SAFETY	20
	ATTACHMENTS	22
	1. OFFICE HSE INSPECTION CHECKLIST / ACTION PLAN	22
	2. CAR ACCIDENT ACTIONS	29
	3. DISPLAY SCREEN EQUIPMENT CHECKLIST	30
	REVISION/REVIEW LOG	31

I INTRODUCTION

This HSE Manual is intended to be a personal guide for office related HSE subjects for AzSPU office-based staff in order to help prevent accidents/incidents improve occupational health and create awareness of the working environment.

The purpose of this Manual is to familiarize office personnel and visitors with:

- HSE policies and procedures applicable to the office environment
- General office HSE guidelines & practices

Useful HSE guidelines, tips & practices have been included in this Manual to explain AzSPU requirements on such matters as HSE training, office inspections, reporting unsafe and unhealthy conditions, dealing with emergencies and incidents, fire prevention, etc. While the Manual is intended for use in offices, the principles it contains may also be applied to offices at other AzSPU operating facilities.

It is important to read, understand and personnel shall implement the various requirements outlined in this manual in order to maintain safe and healthy workplaces. This manual is not meant/proposed to be all-inclusive.

Should employees require further advice or assistance on office HSE related matters/issues, they should refer to their immediate supervisors, HSE Advisors or Central HSE.

A copy of the AzSPU Health, Safety, Security and Environmental Policy is included in the Manual (Page 5). The AzSPU HSSE Policy sets out management's commitment to HSE performance. AzSPU Management committed to providing a safe, healthy workplace and to accident, incident prevention.

II ABBREVIATIONS

AzSPU – Azerbaijan Strategic Performance Unit

HSE – Health, Safety & Environment

GR – BP's Golden Rules of safety

LSP – Life Safety Plan

CM&ER Team – Crisis Management and Emergency Response Team

HR – Human Resources

PPE – Personal Protective Equipment

SOC – Safety Observations Conversations

BOSS – Behavioral Observation Safety System

FW – Fire Wardens

ERP – emergency risqué plan

IMP - Incident management plan

VTA - Virtual Training Assistant

OCO - Old City Office

OPM&S – Office Property Management and Services

DSE - display screen equipment - Suggest Policy to be signed by Rashid Javanshir

Azerbaijan Strategic Performance Unit Health, Safety, Security & Environmental Policy



BP has a clear commitment to no accidents, no harm to people and no damage to the environment and in line with these goals the leadership of the Azerbaijan Strategic Performance Unit (AzSPU) is fully committed to the protection of the natural environment and to the health, safety and security of its staff and the communities in which it operates.

The AzSPU fully commits to:

- Demonstrate leadership in health, safety, security and environmental protection and pursue business with integrity.
- Safeguard employees, customers, communities, the environment and BP's assets against risks of injury, loss or damage. Safe operations is a number one priority, and line managers are accountable for safety.
- Manage HSSE performance and compliance in accordance with the Code of Conduct, Group and Segment Essentials and Practices, and AzSPU Management Systems.
- Meet all applicable HSSE legal and other requirements related to our activities, products and services.
- Set annual HSSE objectives, targets and management programs and openly report performance.
- Ensure employees and contractor personnel are familiar with their respective management systems, and are competent and trained to carry out their work safely and with due regard for the environment.
- Inform our employees, contractors, partners, stakeholders, government agencies and the public of relevant HSSE aspects of our activities and openly listen, consult and respond to their concerns.
- Audit the AzSPU Management Systems against Group and Segment Essentials and Practices and to applicable external standards (e.g. ISO 14001 Environmental Management System Standard) and take corrective actions where required.
- Prevent pollution, maintain emergency response plans and resources, and manage emergency situations resulting from our activities.
- Improve HSSE performance continually through sharing of best practices and implementation of lessons learned.

No activity is so important that it cannot be done in a healthy, safe, secure and environmentally responsible manner.



Rashid Javanshir
Azerbaijan SPU President

5th January 2010

III MY KEY TO OFFICE HSE

In many health, safety and environmental incidents the major contributory cause has been associated with people's behavior. In office environments it is easy to presume it is "safe", in doing can lead to complacency when considering personal safety.

Applying consistent standards in every office location to address the main hazards and risks will help move AzSPU towards our goal of delivering "no accidents, no harm to people and no damage to the environment". OMS is the tool to help us achieve these standards.

My Key to office HSE supports the Elements in OMS by describing the minimum standards expected from office-based personnel working in BP, under the following key headings:

- Emergency procedures
- Spill Response
- Incident / Accident Reporting
- Training
- Risk Assessment
- Ergonomics
- Travel Care
- Work/Home Balance
- Housekeeping
- Stair Code
- Car Park/Garage & Driving
- Waste Management
- Energy & Water Reduction.

Please, read and familiarize yourself with these expectations. AzSPU personnel shall follow these expectations in the offices, whilst traveling or in other locations:

Emergency procedures:

- Report to BP reception on arrival at any site/office
- Ensure you know the evacuation procedure including alarms and muster points
- Meet and accompany visitors and ensure they understand the emergency response procedure including contact numbers
- Commence all meetings with evacuation notice/safety moment / HSE issues & concerns.
- Familiarise yourself with your HSE representative, fire warden, first aider and occupational health adviser

Spill Response

- In case of any hydrocarbon or petrochemical and/or chemical spill noticed at the building and outside of its perimeter report BP reception.
- Provide information on location of spill observed, type of spill and volume.

Reporting

If you are concerned that any activity, which does not comply with BP's expectations you are empowered to challenge the practice and if necessary stop the work.

- Never "walk by" if you see something wrong. Stop and have a conversation
- Immediately report all HSE concerns or issues, also incidents (injuries, spills, near miss) to your supervisor

- Notify potentially affected people.

Risk Assessment

Before undertaking any task, a pre-job risk assessment and a safety discussion should be conducted. Hazards and risks associated with the task should be identified, and required measures should be implemented to mitigate risks for:

- Ergonomic and Manual handling
- Chemicals and substances
- Travel
- MoC – Management of Change to: organisation, process etc.
- Other e.g. office moves, team building

Ergonomics

- Ensure that you have an ergonomic assessment which includes, posture, seating, monitor, lighting, noise, manual handling. This can be done through completing DSE questionnaire in Healthy Computing tool.
- Ensure that you know your DSE Champion. If not known please refer to the Health Website or Occupation Health Team (OccupHth@bp.com)
- Ergonomic practice should be adopted at all times e.g. when working from home, hot-desking or using a laptop.

For more details please see page 15.

Travel Care

Seek information on risks prior to travelling:

- Get a travel health assessment together with appropriate inoculations
- Compile a travel plan including: contacts, collection from airports, security advice for area, road familiarization prior to driving.
- All travelers are provided with the Guest Info Booklet upon arrival in Baku by BP M&A reps. All BP travelers may listen BP Safety Info during the trip from airport to Baku.

When staying in a hotel always:

- Check the nearest emergency evacuation route from your room
- Keeping a flashlight near the bed is recommended.
- In an evacuation take your room key

Reference BP Fire Safety Booklet (ICChem): Hotel fire Safety

http://fireengineering.bpweb.bp.com/userattachments/S8_BP%20ICHEME%20Hotel%20Fire%20Safety%20booklet%202005%20pro.pdf

Work/Home Balance

- Decide on the key issues that will help you maintain a sensible work/home balance in order to enhance your well-being and maintain good health. Then plan your work and home schedules to achieve this.
- Maintain reasonable working hours, taking time off for weekends, flexi-days and holidays. Where possible balance periods of heavy workload and frequent travel with time off and suitable rest breaks. Note: This may need to be addressed as a group/team.

- Where appropriate use local support provided: employee assistance scheme, occupational health, team leaders, HR.

Housekeeping

Behave in a manner that does not adversely impact others:

- Keep floors, walkways and fire exits clear of trip and slip hazards
- Ensure shelves and storage are not over loaded and unsecured items are stored securely
- Keep drawers and doors of file cabinets closed
- Ensure electric sockets and cables do not present trip hazards and that they are in good condition.
- Smoking is allowed only in designated areas and use the receptacles provided for the waste

Stair Code

When using stairs always:

- Hold handrail
- Walk, don't run
- Take one stair at a time
- Do not use mobile phones
- Do not leave objects on stairways
- Ensure carried objects do not obscure your vision.
- Clean up or report spills

Energy & Water Reduction

Contribute to energy and water reduction by:

- Switching off electrical equipment overnight, e.g. photocopiers and monitors, and setting your PC and printer to power save mode
- Switching off lights
- Never having air conditioning or heating on with windows open
- Reporting and stopping leaks

IV EMERGENCY PREPAREDNESS - LIFE SAFETY PLAN

BP has plans to manage various types of emergencies. For this purpose certain personnel are appointed and adequately trained to respond to these emergencies (see subsection below).

Emergency preparedness is an important part of your job safety training. No matter what your job is, make sure you know how to react in emergencies. By being familiar with your office safety and emergency plans the LSP & ERP's (AzSPU IMP) and following them, you will be better equipped to react properly in the event of an incident, accident or emergency situation. For further information/assistance contact the HSE CM&ER Team

LIFE SAFETY PLAN

BP Office Emergency Response Plan - Life Safety Plan (LSP) shall be implemented in all Villa Petrolea, Annex, Hyatt Tower II, and Hyatt Tower III. The facilitation of evacuation during emergencies by Floor Wardens and Security resp. are described in the "AzSPU Baku office buildings Emergency Evacuation Plan".

Floor Wardens (FW) shall be nominated by the relevant floor/building asset or PU. FW's are

designated employees responsible for initiating and carrying out emergency response/evacuation while checking to ensure complete evacuation.

The list of Floor Wardens shall be posted on each floor and maintained up-to-date. Posting these lists shall be the responsibility of FW Coordinator.

Please ensure that you are familiar with the Floor Wardens, muster points, alarms sound, and evacuation routes in your work area.

In order to maintain high level of emergency preparedness Evacuation Drills can be carried out in offices by Security quarterly subject to prior decision of HSE and respective office management. During the drill Floor Wardens will help to evacuate their respective floors and provide assistance to get the physically handicapped people out.

REPORTING EMERGENCIES

IN CASE OF EMERGENCY

EMERGENCY CONTACT NUMBERS BY APPROPRIATE OFFICES

Report all emergencies by dialing office Hotline extension:

**Villa Petrolea / Annex
VP/Annex (Security)
Villa Petrolea / Annex (Security)**

**Emergency Line 5555
City line: 4979555
mob. (055) 216 80 46**

**Hyatt Tower II and III
Hyatt Tower II and III**

**Emergency Line 83 5555
mob. (055) 225 55 01**

Hyatt Tower II, 4th floor

**ext. 83 67 28; 83 67 29 (reception security)
City lines: 497 82 00, 497 82 46**

Hyatt Tower II, 2nd floor

**ext. 83 66 00
City lines: 437 76 00**

Hyatt Tower III, 2nd floor

**ext. 83 41 41
City line 497 84 44**

Hyatt Tower III, 2nd floor (PSCM Office)

ext. 83 69 91

These are the emergency rules that all personnel shall fully understand and strictly follow:

UPON HEARING THE FIRE ALARM

- Do not attempt to gather your personnel belongings
- Shut off the AC Unit, main light switch and close the office door responsibility of Security. Security of Hyatt is responsible for functioning of AC Unit and AC damper system in HT.
- Immediately leave the building by the nearest safe fire/emergency exit
- Proceed to the Muster Point (unless otherwise directed by Security)
- The Muster Point is located:
 - for Villa Petrolea and Annex in the Car Park 1
 - for both Hyatt Tower II and III Muster point is Hyatt Park, next to club Oasis main entry
- Do not re-enter the building until Security notifies that it is safe to do so.

FIRE PROCEDURE

If you notice a fire:

- Activate the nearest fire alarm box
Call Emergency Hotline: **5555** or contact Security for Villa Petrolea/Annex offices;
For Hyatt Tower 2, 3 – emergency line 835555
 - Provide your name, location, type of fire.
 - Security will contact the fire department
 - Answer any questions that the fire dispatch may ask
- Warn co-workers of the danger
- Do not attempt to fight a large fire
- Close doors around the fire to contain it, if safe to do so
- Evacuate via the nearest exit and go to the Assembly area.
- Remember: evacuation of the building is first priority

MEDICAL EMERGENCIES

Medical emergencies shall immediately be reported through the same Hotline extensions above or directly to Security Guards. Securities are nominated First Aiders and trained on First aid but If the situation requires professional medical intervention, Security shall contact the BP medical contractors: **the Medic Club** by the following numbers (city line 497 09 11/12/13; mob 050 220 48 11, if injured person is National) and to **ISOS clinic** (city line 493 73 54; mob 050 212 63 21, if injured person is an Expatriate) for further assistance.

If the injury/illness is first aid treatable or does not require immediate medical intervention then Nominated First Aiders shall be summoned. For this purpose Security should be notified

EARTHQUAKE PROCEDURE

During an earthquake:

- Stay calm: do not panic
- Move out from under the glass ceiling
- Seek protective cover under your desk, table or in a doorway
- Do not dash for exits, stairways may be broken, stay inside
- Once the earthquake has subsided, evacuate the building

After an earthquake:

- Follow instructions from the Security and/or FW
- Be prepared for “after shocks”
- Assist injured personnel
- Security guard will extinguish fires if possible, or call the Fire brigade
- Evacuation of the building will be preceded to the Muster Points
- Do not re-enter the building until the “all-safe” notification has been announced by Security

BOMB THREAT

If you receive a bomb threat inform Security on Hotline

Villa Petrolea – 5555; (055) 216 80 46

Hyatt Towers 2, 3 - emergency line 835555; (055) 225 55 01

Law enforcement agencies shall be notified by BP AzSPU Security Manager. Security will conduct a search of common areas. An evacuation of the building may take place.

General guidelines in case you get a bomb threat call:

- Be calm. Listen carefully. Do not interrupt the caller
- Do not initiate a fire alarm
- Get as much information as possible
- If possible, alert your supervisor while the caller is on the line
- Take notes; try to get the caller's remarks "word for word"
- Try to keep the caller talking.

SPILL RESPONSE PROCEDURE

In case of spill, inform Building Operations Team Leader (055) 450 53 20 or landline extension 814502.

V HAZARDS IDENTIFICATION, EVALUATION AND REPORTING

The cornerstone of HSE policy is prevention of accidents and near misses. This requires proper identification, evaluation and reporting of workplace hazards and risks, so that appropriate corrective actions could be determined and implemented.

HAZARD IDENTIFICATION AND EVALUATION

Successful development of an accident-free work environment is very much dependent on our ability to identify, recognize and evaluate hazards at the workplace. Proper recognition of hazards requires special tools/methods and skills from people. Complexity of tools and methods employed to undertake this task, e.g. recognize/evaluate hazards and risks at workplaces depend on degree and complexity of risks involved. Various tools/methods are used in offices to address hazards and risks (task risk assessment, safety inspections, etc.) although approaches employed in all these tools/methods are very similar.

A great deal of HSE training is provided to BP Azerbaijan staff to develop necessary skills to be applied while recognizing and evaluating hazards (BOSS, SOC, Hazard Identification).

REPORTING HAZARDS

Regardless of their magnitude all hazards are to be reported. An unreported hazard today might result in a severe accident tomorrow. Failing to report a hazard is the same as setting a trap for an unsuspecting person to walk into. For example, you may know that the cord on a tool is damaged, but the next person might not notice it and receive a fatal electrical shock. You might know about the crack in that ladder rung, but your unsuspecting co-worker may take a bad fall.

Reporting hazards is everyone's responsibility.

The followings are avenues through which an employee can report a hazard or near miss:

- Verbally or in writing to their supervisor or to area personnel
- by submitting a BOSS/SOC card
- by contacting an HSE team member.

The following programs are available for office staff to identify report and correct office hazards: Behavioral Safety Programmes (BOSS/ SOC), Office HSE Inspections.

BEHAVIORAL SAFETY PROGRAMMES: BOSS/ SOC

One of the most effective ways to prevent incidents and near misses in offices is by observing people while they work to ensure they follow established HSE policies, procedures, and guidelines and by having safety conversation with them about safe execution of the task. It is the main objective of the Behavioral Safety Programmes – BOSS and SOC which are implemented in offices as well as in all other areas in Azerbaijan and Georgia where BP operates.

Although in the offices you may not be able to see most of those hazards specific to operations' sites, there are number of other unsafe behaviors observed in the offices every day. These might include a person descending stairs without holding handrails or someone climbing onto a chair to reach AC unit. Some office works normally carried out by contractors would require use of PPE, so there is a good chance to challenge PPE compliance. General approach is that if there is a human doing work, there will always be both positive and unsafe behaviors that could be picked up by BOSS/SOC

All staff, including contractors working in our offices, is encouraged to participate in BOSS/SOC programmes. The included subsections provide brief overview of Behavioral Safety Programmes in use across our offices:

SOC

SOC is a behavioral safety process to foster a safe, reliable culture and to supplement BP's safety audit processes. It incorporates personal safety, but there is deeper focus on process safety.

This programme includes key learnings and experiences gained over the last 10 years with a much clearer emphasis on risk, and also covers BP's Golden Rules of Safety.

The program is designed to equip leaders with the skills necessary to address both personal and process safety hazards, using a behavioral safety approach.

Behavioral Observation Safety System (BOSS)

BOSS is about the identification and reinforcement of positive behaviors and the correction of unsafe conditions or unsafe behaviors.

A BOSS observation should lead to a discussion with the individual and be followed by reporting the results. There are two ways of reporting a BOSS observation: BOSS cards and BOSS online system. BOSS cards are available in Azeri and English versions and they are placed in yellow BOSS card trays at the entry of offices.

OFFICE SAFETY INSPECTIONS

The purpose of inspections is to identify potential hazards so that they can be corrected before an accident or injury occurs. It is also a good opportunity to have a discussion with office staff about their working environment and ensure that a safe working environment is maintained.

HSE inspections are systematic, planned inspection of areas or parts of workplace (offices). These inspections are usually carried out by someone or a team of people (inspection team) from the area to be inspected. Good practice requires that offices are inspected regularly, at least monthly.

Each office-based team is responsible for inspecting their respective areas. Team leaders should make every effort to encourage their staff to participate in office HSE inspections. An inspection team may seek professional support from HSE and Office Maintenance during and after the inspection. This participation by no means should shift the responsibility from the team

whose area is being inspected.

The results of any inspections performed must be documented and maintained with each team. The attached Checklist and Action Plan template provides useful guide for inspection teams ([Attachment 1](#)): the Checklist can be used during the inspection while looking out for potential hazards and Corrective Action Plan is useful for developing corrective actions based on inspection findings.

VI REPORTING INCIDENTS

All employees who are involved in or witnessed an accident or near miss **in AzSPU Baku offices** shall immediately notify their supervisor and / or a company representative. Prompt reporting of accident and near misses is important as it provides the opportunity to investigate the situation, find causes that lead to the event and correct them before they happen again. So, reporting incidents is everyone's responsibility.

Accident:

An undesired event that results in harm to people, damage to property/assets, environmental harm, breach of security or unplanned operational shutdown.

For example: employee sustained body injury while falling on stairs or water dispenser burned up due to fault with its electrical fuse.

Near Miss:

An undesired event that, under slightly different circumstances, could have resulted in harm to people, damage to assets, environmental harm or unplanned, operational shutdown. Some examples of near misses typical for office environment: while opening top drawer of the file cabinet it fell down onto employee - no one injured. Or, electrical soup heater in canteen produced short circuit and promptly shut down by staff - fortunately no damage caused to equipment and no one injured.

When reporting accidents/near misses employees shall provide information based on known facts (e.g. what happened, place, time, etc.) which can be later used by /during investigation team.

Employees can report office incidents directly to:

Islamova Sevinj, Building Operations TL; Ext: 814502; Mob: 0502505320; Email: islamovs@bp.com

Islamov Abbas, Non-operational Facilities HSE Lead; Ext: 814617; Mob: 0552258456; Email: islamova@bp.com

Chingiz Mekhtiyev, PS&H Manager; Ext: 814724; Mob: (055)4250328; Email: mekhticm@bp.com

Property Services/Office Maintenance Management and HSE is responsible for estimating the worst **probable** (not imaginable) outcome of a particular incident and making an initial assessment of the severity of the incident and determining the level of management that should own the investigation process.

Following investigation, in order to identify immediate and root causes of the event, will be organized in compliance with company' incident investigation processes: OPM&S Implementation of Control of Works Procedures and AzSPU Procedure for Incident Investigations: <http://docs.bpweb.bp.com/dkazspu/component/hssesms/>

VII AUTHORIZATION TO PERFORM NON-ROUTINE WORKS

Some type of physical works being undertaken in the offices represents heightened HSE risks to those who performing the work, as well as to others, who working in the offices. Traditional control techniques are not suitable for this type of works, which are normally carried out by contractors. In order to ensure these tasks are properly controlled Authorization to Perform Non-routine Works procedure has been implemented in Baku offices

The main purpose of this procedure is to maintain a consistent and high standard of safety procedures relating to all contractors and subcontractors carrying out works in BP Baku administrative offices.

In AzSPU OPM&S department is responsible for implementation and compliance with the procedure. [OPM&S Implementation of Control of Works Procedures](#)

VIII HSE MEETINGS

HSE meetings are integral part of the Company business activities. They provide an open forum, not only to pass on HSE-related information, but also to encourage personnel to share their views and experiences. These can be done as separate meetings, or as part of regular planning/review meeting etc.

The followings are some specific purposes of safety meetings:

- Raise safety awareness and motivate interest within the team
- Demonstrate knowledge of how to perform a job safely
- Motivate an audience to behave in a safe manner
- Persuade or gain approval or commitment for safety procedures.
- Promote personal safety and health awareness in individuals and groups.
- Foster positive attitudes in safety, health and environment
- Recognition of dangers and hazards resulting in incidents and accidents.
- Provide open communication on safety matters among all concerned.

HSE meetings may include briefings regarding HSE practices and procedures, training, and awareness of office HSE issues. The subject matter of meetings is at the team's discretion and may be chosen from a range of topics including HSE practices & procedures, HSE training issues, awareness on HSE issues, lessons learned from accidents/near misses, etc.

Teams should hold regular, monthly HSE meetings and encourage staff participation in these meetings. More comprehensive information about the way that safety meetings shall be conducted is provided in Safety Meetings Procedure.

IX OFFICE HSE GUIDELINES AND PRACTICES

HOUSEKEEPING

Cleanliness, orderliness, safety and efficiency go hand-in-hand. A clean and tidy workplace contributes significantly to the safety and health of staff by reducing the risk of injury from tripping, slipping, collision and fire hazards.

The job shouldn't be considered to be complete until the housekeeping is complete. That's how important it is to keep a clean and orderly work area. Housekeeping is a real part of every job because it allows everyone to work efficiently and safely. Everyone shall ensure their area is kept in a safe, clean condition at all times.

Cleanliness in Villa Petrolea/Annex and Hyatt offices is maintained by Office Services contractor. However, one shouldn't forget that it is a common responsibility:

Housekeeping is the responsibility of every person in offices.

You all are expected to practice good housekeeping by ensuring your work area is safe and secure, and in good repair.

MATERIALS STORAGE

Improperly stored office materials can result in objects falling on employees and in poor visibility, and they create a fire hazard. Examples of poor storage include: disorderly piling; piling materials too high; obstructing doors, passageways fire/emergency exits and fire-fighting equipment. The followings are good practices which shall be adopted by all when dealing with material storage:

- Always stack materials in such a way that they will not fall over.
- Do not stack boxes, files and other heavy articles on top of shelves, cabinets, cupboards or window sills.
- Ensure shelves and storage are not over loaded and unsecured items are kept below head height. Do not place office equipment on the places, where they might fall.
- Try to store materials inside cabinets, files, and lockers.
- Do not stack materials near fire/emergency exits. Fire equipment and extinguishers must be unobstructed.

SPILL RESPONSE

Two main risks for spill outside of both office buildings comprise from filling of diesel storage tanks and supply of diesel from these tanks to standby generators. The generators are used as emergency back up when electricity from grid is cut.

Spill response team will be established for response and cleanup activities. Each team member will be trained in TIRE 1 spill response training.

Spill response team will carry out spill drill exercise at least twice a year. Exercise will be based on high risk activity.

Spill response kits will be provided nearby diesel storage facility and available at the store inside of the Villa Petrolea for large volume of spill.

TRAINING

Effective job performance and the prevention of accidents depend on proper selection, training and development of employees at every level. For this purpose comprehensive training programs are developed to help employees carry out their jobs with a great degree of safety.

HSE training motivates, educates and fosters personal growth, satisfaction and safety awareness. New hires undergo a detailed HSE induction at their first day with the company. Employees then are enrolled for specific HSE training courses.

HSE Induction is conducted for every employee upon employment with BP.

- HSE Induction that will include the elements of
HSE Policy
Golden Rules of Safety
Reporting Substandard Acts / Conditions (BOSS, Near Miss, Office Inspections, Preventive Maintenance Programs)

Office Hazards
Risk Assessment
Ergonomics
Lifting
Slips, Trips, fall
Stair Code
Housekeeping
Manual Handling
Electrical Safety
Driving/Parking
Green Office
Smoking Policy
Substance Abuse
Environmental & Social
Incident Management System

There are various types of other HSE training courses available for AzSPU employees. However there are core set of courses that are common across the organization and this set of sources is mandatory for all AzSPU employees. Maintain training up to date and plan in advance. These generic HSE courses are recommended as per HSSE Foundation Competencies Procedure AzSPU-HSSE-DOC-00044-2

These HSE trainings can be found in Virtual Training Assistant (VTA):
<https://www2.virtualtrainingassistant.com/BPGlobal/wc.dll?learner~login>

All core HSE trainings are scheduled on regular basis and available through VTA. Administration of employee's training issues is mutual responsibility of direct supervisors and themselves.

OFFICE EQUIPMENT

Although it may look harmless, office equipment, if not used or maintained properly can cause injury. The followings are some of recommendations on how to safely use and maintain office equipment:

- Office equipment should be maintained in good condition and positioned to allow adequate clearance for staff.
- Report defects such as sharp corners, broken chairs, sticky drawers, trailing cables, damaged flooring, etc., to Office Administration.
- Do not leave desk drawers or cupboard doors open.
- Only open one drawer at a time to prevent the cabinet from toppling. Heavier objects should be placed on the bottom; lighter objects on the top shelves / drawers.
- Never open drawers above when someone is working below.
- Never lean back on chairs.
- Do not climb on chairs or desks or reach beyond your physical limits.
- Do not attempt to lift or move desks and cabinets. There are personnel who are specially employed and trained to perform these tasks (office labor) and they should be used at all times. You can request their service through OPM&S dept. at **814502**
- Always follow the instructions that accompany printing and photocopying machines. Never attempt to repair machines unless trained and authorized to do so (see Electrical Safety subsection for further advise in relation to office electrical appliances).
- Always use a hand-operated staple extractor to remove staples. Never use your fingers.
- Everyday office items such as scissors, pins and staples can inflict serious injury if they are not used properly. Exercise cautious when using them.

OFFICE ERGONOMICS

The science of ergonomics includes adjusting equipment and work environments to suit the human body. By understanding the basics of ergonomics and how they relate to your job, you may be able to prevent painful injuries/illnesses.

Ergonomic contributes to your safety, health and over-all comfort. Workstations, equipment and tools are being designed with the needs and comfort of workers in mind. But there may be a lot you can do as an individual to adjust your work area for your own benefit.

We strongly encourage you to do ergonomics assessment of your workstation on a regular basis. This can be done via completing DSE (display screen equipment) questionnaire in [Healthy computing tool](#) the results will be forwarded to your DSE Champion who will arrange for any remedial actions required.

[DSE Assessment checklist](#) is also attached ([attachment 3](#)) to assist you in doing the workstation assessment for those who do not have access to Healthy Computing Tool. You can also use this form to report any symptoms that could be caused or aggravated by your job task. When finished, please return the completed form to your DSE Champion or Supervisor who will take actions required and forward complicated cases to the Heath Team.

To obtain more information on Ergonomics please refer to Health team website <http://baku.bpweb.bp.com/dep/hse/health/> or contact Health team by sending requests to Occupational Health AzSPU (occupHth@bp.com)

MANUAL LIFTING AND CARRYING

We lift objects every day, at work and home, and sometimes we do not clearly realize how hazardous this activity could be. Improper and bad lifting and carrying techniques can lead to back strain or other injuries, and can cause both chronic and acute back injuries in longer term.

Most office employees are not used to lifting and carrying objects on a regular basis so their backs are not conditioned for that kind of work. If an office employee attempts to lift a heavy box, his or her back may give out. This types of lifting/carrying operations, i.e. lifting, shifting and carrying of heavy and/or unstable goods, such as furniture, computers shall be outsourced to office labor-their service can be requested through OPM&S dept. **814345 or 814553**.

Whenever you have to lift or carry something yourself please follow these simple rules:

- Do not attempt to lift more than you can handle. Get someone to help you and team lift the box together
- Always 'test the weight' before lifting - you can do this by tilting the load to one side without lifting
- If you feel the load is within your capability, keep your back straight and bend your legs at the knees, get a firm grip, hold the item close to your body and use your legs, not your back, to lift
- Use slow, smooth movements while lifting
- Make sure you can see where you are going and, if necessary, ask someone to open doors to provide you with clear access.

SLIPS AND FALLS

Slips and falls are one of the most common sources of injury in many workplaces, whether it's an office environment or a shop floor.

Minimize this risk by being alert when walking and by following these guidelines:

Control Tier: <<2>>

Document Number: << AZSPU-HSSE-DOC-00082-2>>

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- Always keep your office tidy and do not leave things lying on the floor.
- Stairways are particularly dangerous. Use handrails when going up/down the stairs. Refer to Stair Code section (page 7) for expected HSE behaviors
- Never leave objects on stairways.
- Waste bins should be kept in a safe place and boxes, containers or office equipment should not be left in passageways where personnel can fall and hurt themselves.
- If you spill coffee, tea or other liquids always mop it up. This is particularly important on stairs where a fall may result in very serious injuries.
- Make sure there are no trailing cables or damaged carpet or flooring which could trip you up.
- Never stand on the chair to reach anything, particularly if the chair has wheels or is of the swivel kind
- Approach doorways and corners with caution to avoid colliding with others.

VENTILATION, AIR QUALITY

Proper ventilation equipment has been installed in all Baku offices to help to maintain suitable work environment. Air enters the office building through both mechanical ventilation – the air conditioning system - as well as naturally through windows, doors, etc. Some office areas are primarily dependent on mechanical ventilation.

The followings are some simple rules that would help to maintain ventilation level in offices:

- Adjust air conditioners to create a comfortable working environment
- The air conditioning system should be cleaned regularly by the Facility Maintenance Team
- Report all malfunctions of the air conditioning system to the Facility Maintenance Team (814530) for VP, Annex and (814991) for Hyatt buildings. Do not attempt to perform any repairs yourself.
- Never have air conditioning or heating with windows open
- Office machinery should be kept in well-ventilated areas. Photocopiers should be placed away from employee desks.

ELECTRICAL SAFETY

In an office environment, you usually do not worry too much about electrical hazards because the voltages and uses are similar to home electrical use. However, electrical equipment used in offices is still dangerous and can cause electrical shock or burns if improperly used or maintained. Electric shock can result in death and, therefore, all office electrical equipment should be treated with respect.

- Unsafe, poor quality, non-approved and makeshift electrical equipment shall not be used in any BP site
- Never tamper with electrical equipment or attempt to make repairs. Remember - even low-voltage equipment can be dangerous
- Check cables and equipment for damage, loose connections, exposed wiring etc. If you discover a fault switch off the appliance and report the matter immediately to Facility Maintenance Team, if you at VP, Annex and to Building Operations Team, if you at Hyatt buildings.
- Switch off and disconnect any equipment that is overheating and report it to Facility Maintenance Team immediately.
- Make sure trailing cables, particularly behind computer equipment have been neatly installed
- Wherever possible do not run cables across walkways or passageways. If this have to be done (e.g. during training sessions, presentations, etc.) tape them to the floor to eliminate tripping hazards
- Do not overload circuits by attaching too many appliances. Remember: standard socket

outlets are capable of taking a maximum of 13 amps - so check the rating of the equipment before adding it to the system.

- Never plug 2-pin plugs into 3-slot sockets. Always use an approved adapter – they are available from OPM&S.
- To remove a plug from an outlet get a firm grip on it and pull on the plug itself. Never pull the plug out by its cord.
- All floor box covers (where applicable) should be properly installed and labeled to prevent unauthorized access
- Switch off all non-essential electrical equipment before leaving the office.

NOTE: Any new electrical installation should be approved by OPM&S Team.

FIRE SAFETY

In addition to being prepared if a fire does occur (see Fire Procedure in Section IV. Emergency Preparedness), it is even more important to focus on fire prevention.

Remember the fire triangle. Fires need three things to start burning and stay burning - fuel, oxygen, and ignition source. If any one of these is missing, a fire will not exist. Each of the items described below will fit into the category of fuel or ignition source. Eliminate the hazards (or report so it could be eliminated) and you increase the possibility of eliminating fires:

- Flammable and combustible liquids, such as aerosols have a high potential for fires. They can be ignited by smoking, hot equipment, and static electricity. Make sure they are stored in appropriate areas away from sources of ignition.
- The improper storage of combustible materials is another fuel source. Paper, boxes, unused furniture, and combustible cleaning chemicals, when stored near potential ignition sources such as hot equipment, electrical equipment, and smoking areas, may cause a fire. Store combustible materials in their proper locations, away from ignition sources.
- Damaged electrical cords with kinks, pinches, and torn insulation are fire hazards. They can overheat and ignite carpeting, paper, and boxes. Inspect electrical cords on a regular basis and replace them if they are damaged. Extension cords without internal fuses should not be used for extended periods of time. They are intended for short-term use only.
- Smoking is another potential source of ignition. Smoking is only allowed in designated areas that are away from combustible materials and other fuel sources.

WASTE MANAGEMENT-

Two types of waste are generated in offices: hazardous and non-hazardous:

Hazardous wastes which are harmful to people or the environment, possess characteristics such as ignitability, radioactivity, corrosivity, reactivity, toxicity, ecotoxicity.

These include:

- Batteries. Batteries from Laptops and computers should be returned to the IT department for further disposal.
Small dry cell (e.g. AAA or AA) batteries may be recycled. They should be collected at special collection boxes in the offices. A team administrator ensures these are provided in each location.

The following wastes are also generated

- Fluorescent tubes-. If non hazardous may be disposed to landfill. If contains mercury should be collected and sent to BP Serenja Hazardous Waste Management Facility for further disposal.
- Copier toner and printer cartridges should be returned to BP Serenja Hazardous Waste Management Facility for further disposal.
- Cleaning chemicals used by the contractor company personnel only. All the cleaning

chemicals should be labelled and stored in secured cabinets/boxes. Cleaners shall ensure there is no residue remains inside before disposal to general waste bins.

- Contaminated with petrochemical rags, pads and booms will be collected, labelled and stored in secured bins.

Non Hazardous wastes contain materials which are not harmful to people and which have no serious impact on the environment.

They include:

- Paper/cardboard collected in bins and recycling bins
- Food waste from canteen and offices
- Plastics and;
- Glass bottles.

Reference should be made to the AzSPU Waste streams Register AZSPU-HSSE-DOC-00084-2 and Approved Contractor Waste management List AzSPU-HSSE-DOC-00069-2.

Waste can cause health and safety hazards and can have an impact on the environment if not properly managed. It is therefore important that all waste is handled and disposed of appropriately in order to minimize HSE impact.

Waste avoidance and minimisation are a primary focus of AzSPU.

The following provides are some additional initiatives and should be considered by all personnel:

- Minimize use of bins; share a bin with a colleague and think about what you are putting in it;
- One-sided printed waste/scrap paper which is non-confidential shall be put into special recycling boxes which are located at the shred points in offices. From here, the paper is sent to the approved waste contractor for paper recycling.

Note: confidential paper should not be dropped into these boxes and shall be shredded. Shredded paper can also be recycled.

- Hazardous and non-hazardous wastes shall be segregated to minimise contamination.

Familiarise yourself with and follow local practice and site procedures to dispose of all waste correctly.

Manage waste appropriately by adopting the 4 “Rs” principle:

- **Remove** eg design out waste generation from a task, implement solutions which do not generate waste
- **Reduce** eg implement use of proper washable drinking cups/glasses and double-sided printing. This also applies to reducing the hazard nature of the waste i.e. a non hazardous waste is generally easier to manage
- **Reuse** eg paper, envelopes and cardboard;
- **Recycle** eg paper, and toner cartridges

Contact your Line Manager or Waste Operations Team Advisors if you have further questions about waste management and disposal or come across an unfamiliar waste.

The Office Administration's office contractor is responsible for collection of waste. Waste Operations Team is responsible for transportation and disposal of office waste. Waste Coordinator is contact person.

FIRST AID FACILITIES

Proper provisions are available in offices for treating possible injuries. First Aid kits are located at Reception Desks in Villa Petrolea, Annex and Hyatt based Offices at the designated area.

First Aid kits are located at Reception Desks and first aid room only. No kits at the coffee stations.

For medical assistance please contact security guard.

Note: all security guards are trained in basic first aid.

Following are some good guidance on use of medical facilities

- Ensure you are familiar with the location of first aid stations in your office facilities.
- Do not misuse First Aid equipment.
- Remember: it is for the treatment of health problems at work.
- Always report any injury or illness to your supervisor and nearest security guard

If you use some of first aid equipments, please inform security for timely refill.

BP Az SPU Substance Abuse Policy

BP is committed to providing a safe and healthy working environment for all employees, contractors and visitors. This means an environment which protects well-being and is free from the effects of alcohol and drug abuse.

Alcohol is not permitted on any part of BP Azerbaijan Strategic Performance Unit operation. Consumption, sale or possession of alcohol on BP premises without prior authorization will result in disciplinary measures. Limited consumption of alcohol on company premises in conjunction with official company functions will be permitted only with the prior approval of a senior manager. Alcohol is not permitted in any BP camp unless a formal dispensation is in existence.

The possession, distribution, sale and use of illicit drugs or associated paraphernalia, or improper use of other substances, failure to cooperate with a reasonable request to test or being in a state of impairment during working hours due to substance abuse, will be treated as gross misconduct leading to disciplinary proceedings which may result in dismissal. BP is committed to providing a safe and healthy working environment for all employees, contractors and visitors. This means an environment which protects well-being and is free from the effects of alcohol and drug abuse.

Substance abuse impacts on health, safety and productivity by causing ill-health, accidents, absenteeism and sub-standard performance. BP cannot expect to be immune from the potential impact of a growing problem in society and will manage this by a programme of education, medical treatment, discipline, testing and reporting as appropriate.

Full version of Substance abuse Policy on the following link:

<http://docs.bpweb.bp.com/dkazspu/component/hssesms/>

TRANSPORT SAFETY

We all are exposed to some degree of traffic risks every day while using our personal or BP transport. It is therefore important to know what is expected from us to ensure our and others safety whenever we drive or travel as passengers.

Car Park/Garage and Driving

When driving in the car parks/garage:

- Keep to driving speed maximum – 10km/h
- REVERSE PARKING must be obeyed by all at all times in Car parks.
- Park only in allocated bays
- Use headlights where required
- Travel in direction indicated. ONE-WAY driving must be followed in the Car Parks
- Seat belts to be worn by all drivers & passengers (including personal vehicles') while the vehicle is in motion.
- Safety helmets to be worn by drivers of motorcycles/bicycles while in BP Car Parks.
- Abide by Azerbaijan Law and BP AzSPU Driving Rules/Requirements
- Always GIVE WAY for vehicles in the streets when accessing to main road upon

leaving Car Parks 1&2 (V P) and Hyatt complex.

- No left turn is allowed by traffic sign leaving Car Park - 2 (VP) and Hyatt Complex you MUST take the right turn ONLY.
- Always give way to pedestrians

Familiarise yourself and comply with the BP Group Road Safety standard

Extraction from the BP Safe Driver's Code and Safe Passenger's Code is attached

BP Safe Driver's Code:

- Complete the daily vehicle checks
- Plan the journey, use the map, inform the responsible site duty dispatcher on the base
- Before setting out on any trip, you must be fit, alert and have the following documents in your vehicle:
 - Your driving license
 - The vehicle's technical passport
 - The insurance certificate
 - The company's authorisation letter
 - BP Driver's Permit
- Move only after:
 - Everyone's seat belt is fastened
 - Make sure that everyone's headrest is adjusted
 - Ensure that all heavy items placed within the cargo space
 - No objects should be in front of airbags
- Any unsafe passenger behaviour must be corrected immediately and reported
- Unauthorised passengers are not to be carried
- Rest:
 - Half an hour after each maximum 3 hrs of uninterrupted driving
 - A minimum of 12 hrs after a full 12 hrs shift. If you feel tired at any time, always take a break
- Be Seen and Heard:
 - Headlights on at least 30 min before sunset (dusk) and 30 min after sunrise (dawn) also during poor daytime visibility
 - Use your horn to warn, not to annoy
- Communication:
 - Use your phone and radio only when your vehicle is legally parked
 - Keep your radio / phone use to a minimum
 - Never initiate or answer calls whilst driving
- Speed:
 - Always drive at a safe speed!
 - Comply with BP maximum speed limits of 90 km/h (70 km/h for vehicles in excess of 3.5 tonnes) on the highways and 60 km/h within the city limit, unless road and weather conditions dictate a lower speed, particularly whilst driving off-road
 - Slow down and expect pedestrians to cross the road unexpectedly
 - Follow the law 100% - BP will not pay fines!
- Distance:
 - Keep your distance from other road users
 - Drive defensively – do not drive aggressively – better to decelerate than to accelerate
 - Respect all other road users and be patient while driving
 - Always consider your passengers' safety and comfort
 - Expect the unexpected
- Accidents:

- Report all collisions and vehicle faults promptly
- You must not eat or drink whilst driving. Smoking is always prohibited inside the vehicle
- Any deviation from BP Safe Driver and Passenger Code shall be reported
- Make sure that you are not distracted from your main task – safe driving.

BP Safe Passenger's Code:

- Always wear your seatbelt. Be certain that it operates correctly and that it is in good condition.
- Always ensure that your headrest is properly adjusted.
- Secure your cargo by placing all heavy items within the cargo space.
- Be on time and never attempt to rush the Driver.
- If you are in doubt of the vehicle's roadworthiness, then consult the vehicle's checklist and request a confirmatory check.
- Do not smoke inside the vehicle.
- "It's not recommended to use Laptop (computer) inside of BP vehicles, buses while vehicle is in motion".
- Advise the Driver if he fails to comply with the Safe Driver's Code.
- You are advised to confirm, that you're Driver has filed a Journey Management Plan (more than 100 km single or return trip).
- Assist the driver while manoeuvring, if required
- If you are feeling tired suggest a 5-minute break. Remember, if you sleep, you cannot effectively support the Driver, relying entirely on his professionalism and that of other passengers! It is recommended that at least one passenger remains awake while the vehicle is in motion.

Additionally, certain HSE behaviors are expected from office personnel while driving, parking around the offices and the Parking Lot.

In view of possible potential traffic accident risk please be kindly reminded and ensure to follow below general traffic rules around/in the company premises:

Traffic flow in the streets adjoining Villa Petrolea and Annex offices:

- The street Fazil Mehdiyev (between VP and Car Park 2) is a ONE-WAY driving ONLY.
- You are strongly recommended not to back up on that street and you must not turn left straight to the Neftchilar Avenue while leaving Car Park 2.
- The max speed in the Fazil Mehdiyev and Aydin Nasirov (VP back) streets is 10 km/h.
- Parking spots in front of VP Mail exit (Fazil Mehdiyev street) are for PICK UP/DROP OFF purpose as well as for company service vehicles, shuttle buses and pool vehicles STAND-BY ONLY (means a driver is in immediate vicinity of the vehicle).
- No PARKING and/or STOP are permitted on left sides of Mehdiyev and Nasirov streets.

ATTACHMENTS**1. OFFICE HSE INSPECTION CHECKLIST / ACTION PLAN**

This checklist is provided as a template, which provides a basic framework for the conduction of HSE inspection in offices. It may be amended and/or expanded to address fully the specific requirements of the area to be inspected, and therefore should not be regarded as exhaustive

HSE INSPECTIONS CHECKLIST (OFFICES)

Location:		Inspection No:	
Inspection Team Members:		Date:	
Requesting Department:		Resp. person:	
No	Item	Remarks	Observation
		<u>Y</u> <u>N</u>	
1.0	FIRE SAFETY AND EMERGENCY EQUIPMENT		
1.1	Is there central fire alarm system and is it functional?		
	Is there fire response plan and emergency procedure?		
	Is the map of escape routes along with emergency evacuation instruction is posted in all premises and visible?		
1.2	Are emergency exit doors available for use at any time? (push bar or key?)		
	Are they self-closing and fire resistant?		
	Are all fire escape routes, exit doors, alarm points and fire fighting equipment clear of obstructions?		
	Are they clearly marked, visible, lightened and safe for use?		
1.3	Are there manual alarm points at appropriate locations?		
1.4	Are smoke detectors fitted in appropriate areas?		
	Is every smoke detector periodically tested and recorded (quarterly)?		

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1.5	Are there sufficient numbers of fire extinguishers?			
	Are they in the correct locations/accessible in emergency?			
	Are extinguishers inspected on a monthly basis and are inspections properly recorded on the extinguishers?			
1.6	Are Hose reels and Fire hydrants available, and are they regularly inspected?			
	Are they near to the entrance of the building/office?			
1.7	Have Fire Wardens been appointed and is the number sufficient?			
	Are names of wardens posted?			
	Have they been trained? (Talk to each warden)			
1.8	Are personnel familiar with the fire emergency procedures, alarms and equipment available? - Alarm locations - Fire extinguishers - emergency telephone numbers - evacuation procedures - assembly points (talk to sample of personnel)			
1.9	Are fire drills conducted and recorded?			
1.10	Are all flammable chemicals, liquids and materials, such as cleaning solvents, papers, properly stored away from sources of heat and ignition?			

1.11	Are first aid kits available, clearly marked and are regularly inspected?			
2.0	MAINTENANCE			
2.1	Is the following equipment properly maintained and in a good condition?			
	- Lighting			
	- Plumbing			
	- Ventilation			
	- Other electrical appliances			
2.2	Are fuel-burning equipment located apart from the building? Are they periodically inspected for CO potential?			
2.3	Ensure that all fuel-burning equipment and other gas-supplied appliances are in a safe condition and tested by qualified personnel, at the required frequency.			
3.0	HOUSEKEEPING			
3.1	Are all premises are clean and tidy?			
	Are all small items such as waste bins, plant containers and other, positioned such that they do not represent a trip hazard?			
	Are canteen materials such as dishes, glasses and etc. properly stored?			
	Are knives and other sharp tools are properly stored in a secure place?			
	Are all cabinet doors and cupboards kept closed when not in use?			
	Is weight limit on shelving properly observed?			

	Are all containers of chemicals/cleaners labeled and properly stored?			
	ELECTRICAL			
	Are electrical cords and socket outlets in good condition (undamaged, isolated and etc.)?			
	Are there sufficient socket outlets? Is the use of multiple adapters minimized?			
	Are electric leads of adequate length, and routed so that they do not present a trip hazard?			
	ENVIRONMENTAL			
	Are all waste containers clearly identifiable and accurately described for the type of waste they contain?			
	Are waste storage containers appropriate in terms of volume, composition, shape and opening size for the material that is being stored?			
	Are waste storage containers in good condition?			
	Are hazardous wastes segregated from non-hazardous wastes?			
	Have spill response equipment been made available in areas where liquid hazardous material and/or waste may be spilt?			
	Is inventory of spill response equipment being carried out?			
	Are waste transfer notes correctly completed?			
	Is there any noisy activity or work of generator that may cause public nuisance?			

	Is there any black smoke noted from work of generators and other equipment?			
	Are Material Safety Data Sheets (MSDSs) available for hazardous materials in use at the facility?			
	Are all pipework, bunds, pumps, valves, gauges and distribution points regularly maintained?			
	Has a designated hazardous material storage area been established?			
	If so, is it the hazardous material storage area secure and protected from the ingress of water?			
	Is the hazardous materials store vented and/or temperature controlled?			
	Does the hazardous materials store provide for 110% secondary containment of the largest stored container?			
	Is the base of the hazardous materials store impervious to spilled materials and have no open drainage channels?			
	Is there any visual evidence of any spillages of hazardous materials?			
	Are sources of air emissions regularly maintained to ensure optimum working efficiencies e.g., generators & pumps?			
	Are energy reduction initiatives implemented effectively for the month?			
	WARNING SIGNS			
6.1	<p>Are there adequate warning signs? E.g.</p> <ul style="list-style-type: none"> - No Smoking - Emergency Exits on all Exit doors - General Hazard Notices (Wet Floor, etc) - Not to use lifts in case of fire 			

7/0	FLOORS/ AISLES/ STAIRS			
7.1	Are Floors/Aisle ways/stairs clean?			
	Are they free of slip, trip or fall hazards?			
	Are they unobstructed?			
7.2	Have non-slip surfaces been provided where floors/aisles/stairs might get wet or greasy?			

CORRECTIVE ACTIONS

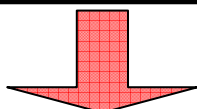
<u>NO</u>	<u>FINDINGS</u>	<u>CORRECTIVE ACTIONS</u>	Responsible Person	Completion Date
X.X				
X.X				

Once the inspection is completed, those items, which have attracted a “No” response, will normally require remedial attention. Deficiencies identified in this way should be reviewed and discussed with the relevant parties and appropriate action requested.

Copies of the inspection form and Corrective Actions Plan should be filed.

2. CAR ACCIDENT ACTIONS

Stop the vehicle and remain at the scene of the accident
Try to remain calm
Disconnect your 'Drive Right monitor'
Check for casualties and administer first-aid/fire fighting as required



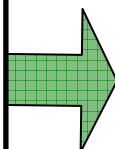
Inform the Responsible Fleet Dispatcher immediately

On Radio channel 6 or

"Sangachal Terminal" 055 - 2502480 / 4505112
"Villa Petrolea" (including pipeline)
055 - 2207394 / 2207395 / 2253820 / 2258408

Give the following information:

1. Time of the accident
2. Exact location of the accident
3. Your Name
4. Your mobile phone number
5. Your passengers names
6. Information about casualties
7. Details of your vehicle
8. Damage to your vehicle
9. Information about 3rd party



Fleet Dispatcher's Actions:

1. Record details about the accident
2. Inform the medics (if required)
MediClub – 012 497 0 911 / 912 / 913
or Radio channel 10
3. Inform the Responsible Assurance Officer
055 - 2502799

Or Inform the Responsible Assurance Coordinator: 055 - 2207387

and Respective Team Leader:

- "Sangachal Terminal" 055 - 4256016**
"Villa Petrolea" (including pipeline) 055 - 2255905
4. Inform the Traffic Police as required –
012 5107280 / 5107281

DISPLAY SCREEN EQUIPMENT CHECKLIST DSE 2

Business Area/ Location:.....

User	
Yes	No

- | | |
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28. Do you experience any aches or pains in the lower back while working at your computer?
29. Do you experience any aches or pains in the neck, shoulder, elbow, wrist or hand while computing?
30. Is your display screen free from glare and reflections?
31. When you look away from your screen does the lighting in other parts of the room appear to be adequate?
32. If required are the windows fitted with curtains or blinds?
33. Is it quiet enough to work or hold a normal conversation?
34. Do you find the temperature and humidity at your workstation acceptable?
35. Do you regularly suffer from fatigue/tiredness by the end of your working day?
36. Do you work from home for more than one day per week?

YOUR COMMENTS (Chair comfortable to use? Workload? Eye and Eyesight Test etc?):

Signature: _____

Date: _____

TO BE COMPLETED BY DSE CHAMPION

Are any actions required? **Yes No**

DSE Champion's concluding comments (Recommendations must be entered on Form DSE 3)

REVISION/REVIEW LOG

Revision Date	Authority	Custodian	Revision Details
03 November 2006	Esmira Akhundova	Nariman Zaidov	Initial Issue
03 December 2007	Abbas Islamov	Nariman Zaidov	Minor change
12 December 2008	Adalat Mamedov	Nariman Zaidov	Minor change

22 January 2010	Adalat Mamedov	Nariman Zaidov	AzSPU HSSE Policy – replaced with new HSSE policy <ul style="list-style-type: none">• Couple of statement about OMS were added• List of phone numbers are updated: Reporting Emergencies, Car accident actions• Adequate changes were conducted as a result of employees move from Old Office and Landmark.• Subsection: Waste Management is updated
28 October 2010	Yuliy Zaitsev	Abbas Islamov	On page 8 Muster point for VP/Annex changed to Car Park 1
03 February 2011	Yuliy Zaitsev	Abbas Islamov	<ul style="list-style-type: none">• HSE Inspection checklist was updated with inclusion of environmental part.• Description of “Spill Response” is included under the Clause IX – Office HSE Guidelines and Practices• Under same Clause in Waste Management included the line about potential contaminated stuff from office (page 20)• Incident Reporting part (page 13) was updated with inclusion of contacts for immediate reporting of incidents.• Due to change in the location of the emergency mustering point from Bayilov Park to CP1 the manual was updated accordingly (on page 9)