



HEALTH, SAFETY, ENVIROMENT AND SECURITY HANDBOOK

MOLA SUBSEA SERVICES PTE LTD - MOLA SUBSEA SERVICES PTE LTD - MOLA SUBSEA SERVICES PTE LTD - MOLA SUBSEA SERVICES PTE LTD



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1. Introduction from the Director:

We believe that all our people are entitled to the same level of protection regardless of where in the world they work. To ensure a consistent approach to safeguarding Health, Safety, Environment and Security, we have developed a HSE Management System supported by our HSE, processes, procedures, work instructions, diving standards and HSE guidelines, as well as a security system.

The guidance given in this handbook:

- Identifies key features of HSE and diving management process rules which you must understand and comply with, if Mola Subsea is to achieve consistent HSE objectives
- Tells you about the HSE goals, objectives and culture
- Provides an overview of how Mola Subsea expects you to work safely using the work processes which form the elements of our Management System
- Lists issues concerning your safety with which you need to become familiar when you join a worksite
- Identifies Mola Subsea collective responsibilities and the role of the QHSE department with regards to QHSE management
- Empowers you to address unsafe conditions in your work place or to stop unsafe behaviours by work colleagues
- Promotes the reporting of all near miss incidents, damage, illnesses and injuries so that Mola Subsea can learn from any mistakes and make improvements
- Provides lists of topics to help you assess the risks associated with work tasks and to assist you when involved in toolbox talks or similar
- Leads you in maintaining your security by listing the key security actions you should take

People who are new to Mola Subsea may be unfamiliar with how Mola Subsea manages QHSE in their working environment. Please do not hesitate to ask your supervisors to explain anything you are unsure about or tell you more.



Mehdi Rizvi – Director.

Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards.

2. Safety is a core value

We are committed to an incident-free workplace, every day, everywhere.

We continue to minimise the impact of our activities on the environment.

We share and embrace the following core values:

- Safety
- Integrity
- Innovation
- Performance
- Collaboration



Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards.

3. QHSE Policy Statement

Mola Subsea is committed to an incident-free workplace all year round. Your performance depends on your ability to continually improve the quality of the services we provide to our clients, while protecting people and minimising the impact on the environment. Mola Subsea requires an active commitment to QHSE from all our people and our contractors in all work activities. Line managers are responsible and accountable for ensuring compliance with all QHSE policies and procedures and this. We will always communicate openly on QHSE issues with our stakeholders and share with them our experience and knowledge of successful QHSE initiatives.

Policy implementation

The Company has an QHSE Committee which oversees all QHSE matters. This Committee is chaired by the Managing Director and establishes procedures and guiding principles as it deems necessary to carry out the Company QHSE policies. The Company has established and maintains assessment, self-evaluation and audit programmes to monitor the Company’s compliance with this Policy.

Compliance with relevant legislation

The Company standards comply with all applicable laws and regulations in the countries where we operate.

Risk Management

The Company strives to mitigate the impact of any foreseeable hazards, which may endanger health, safety and the environment, or could affect the quality of products and services it provides. This will be achieved through formal risk assessments as required per Company Policies and Procedures.

Training

The Company is committed to provide training and development needs as appropriate for each individual’s duties and responsibilities – this will always include QHSE training. Line managers are responsible for ensuring that appropriate training is given and individual competency evaluation is conducted as per the Company’s standards.

This policy will be regularly reviewed to ensure on going suitability. This is critical to the continuous success of our business as it allows us to optimise our Company performance and adds value for all our stakeholders.

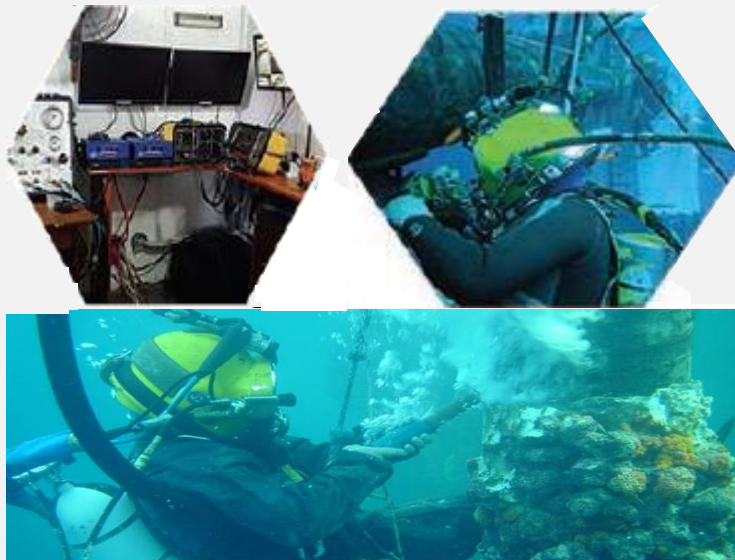
<p style="text-align: center;">OUR MISSION</p> <p>To be the most respected marine underwater ship husbandry, offshore oil and gas commercial diving service provider in the region with powerful alternative, cost effective services and by providing to our client’s optimal solutions through dedication, expertise and technological innovation.</p>	<p style="text-align: center;">OUR VISION</p> <p>To be the first choice provider to the client in the marine underwater ship husbandry, oil and gas industry, providing best value solutions with the safest, highest quality and reliable equipments.</p>	<p style="text-align: center;">CORE VALUES</p> <p>At Mola Subsea, our main goal is to achieve maximum customer satisfaction, which is why our entire team is dedicated to finding the best services for our clients – enabling them to achieve maximum cost savings.</p>
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4.0 QHSE common principles

The following principles provide a common foundation across Mola Subsea on which our QHSE and Security policies are built:

- We work according to applicable laws, codes and regulations
- We comply strictly with approved procedures, rules and instructions
- We provide our people with all necessary information, instruction and supervision
- Our people are trained and competent for the tasks they are expected to complete
- We provide Safe Systems of Work (SSOW) facilitated by efficient planning, robust risk assessment and effective management of change
- All incidents must be reported and investigated and remedial actions assigned and completed
- Clear objectives are set and progress is regularly reviewed
- Documentation is reviewed in accordance with a scheduled programme or after a significant change



Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards.

4.1 Health

We manage business activities to keep health risks to a minimum.

We provide a healthy working environment with the appropriate level of surveillance and support.

We provide expert medical support to our people to ensure that appropriate health examinations and preventative medicines are provided.

We promote good occupational health by ensuring compliance with regulatory requirements and by providing clear guidance and information through our health principles.

Health principles

We will:

- Work according to applicable health laws, codes and regulations
- Promote and maintain a positive health culture
- Provide and maintain healthy working conditions
- Consult our people on matters affecting their health
- Assess and control the health risks arising from our work activities
- Strive to prevent work-related ill health
- Make appropriate medical care available at all work-sites

Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards.

4.2 Safety

We operate a risk management approach to our activities whereby we identify hazards, assess the associated risks and then work to eliminate the hazards or reduce the risks to a tolerable level. Our DSV workboat is certified and registered.

Everyone who observes an unsafe situation or who feels it is not safe to continue with a task has a duty to intervene and stop the job. Such intervention will always be supported by Mola Subsea's Management.

We are convinced that encouraging safe behaviours and highlighting the importance of personal safety as a way of life will help to create a work environment where our people are safe and secure.

Our safety culture and management are supported by the offshore safety principles which include all safety training.

Offshore safety principles

We will:

- Work according to applicable safety laws, codes and regulations
- Promote, maintain a positive safety culture and adopts a no blame culture on reporting
- Review every incident and implement actions to prevent future occurrence
- Assess and control any safety risks arising from our work activities
- Consult our people on matters affecting their safety
- Provide and maintain safe work equipment and places of work
- Control, use and store hazardous substances safely

Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards

4.3 Environmental

We always conduct our business in a way that considers the environment and which aims to keep any negative impact to a minimum. This policy is managed by close attention to achieving regulatory compliance and continually improving our environmental performance through careful selection of consumables and working practices designed to reduce waste, energy consumption and emissions.

Awareness of the impact that our activities may have on the environment and the management of measures to control such impacts are encouraged through our environmental principles.

Environmental Principles

We will:

- Work according to applicable environmental laws, regulatory frameworks, protocols
- Promote and maintain a positive environmental culture
- Manage our activities to eliminate or reduce any potential negative environmental impact
- Consider sustainability an important element in the way we do business
- Use planning, design and risk assessment to avoid and reduce environmental risk; environmental aspects and registered work are assessed on worksites and projects

Clean Operations Initiative

The initiative saves fuel, reduces air emissions and improves the efficiency of our operations.

Execution can take effect as long as the operation is safe and within the contract terms.

Anything equal to or more than 0.5m³ fuel saved is classified as a recordable Clean Operation

Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards

4.4 Security

Mola Subsea is absolutely committed to providing our people with secure arrangements for their work environment and for away from home activities such as travel and business trips.

We operate security networks on both a regional and global basis to manage security issues, to develop and implement security plans and to monitor local security intelligence.

It is our policy to engage with local communities and to be sensitive to any local community issues.

Mola Subsea maintains its effective security through compliance with local or international protocols, ships' flag-state rules, industry best practice and our internal rules and procedures.

Security Principles

We will:

- Promote and maintain a positive security culture
- Assess and manage threats so that we can protect our people and assets
- Take account of security issues in all aspects of our operations and planning

Key Points

- Follow all travel instructions and local rules
- Keep your possessions close to you
- Do not attract attention to yourself
- Always have a contact list in country of travel



Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards

4.5 Substance Abuse - Drug and Alcohol Policy

Everyone on an Mola Subsea worksite has the responsibility to be fit and ready to carry out his or her work duties at all times, without risk of their performance being impaired or their competence reduced by substance abuse.

Mola Subsea will not tolerate the use of alcohol or any other prohibited substance on any worksite.

Arriving at an Mola Subsea worksite or business meeting under the influence of alcohol in any amount is strictly prohibited.

To maintain a workplace that is free from substance abuse, Mola Subsea may conduct searches, pre-employment screening, random tests or post-incident tests for drugs and alcohol.

Abuse of alcohol or other prohibited substances will result in disciplinary procedures. Mola Subsea Human Resources Department will ensure correct local application of this policy, in accordance with legislation.



Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards

4.6 HSE awareness at onshore and offshore worksites

We have set specific HOUSE RULES which must be complied with at all worksites, whether offshore or onshore, in an office, fabrication yard, shipyard or workshop. Your supervisor will be able to help you to access these and any local HSE rules and documents.

You are required to remain alert to other operations going on around you.

Never take short cuts that could put your own or other people's safety at risk or cause harm to the environment.

Do not assume that a piece of equipment is safe to use because it has been delivered to the worksite. Make sure it has been checked thoroughly before it is used for the first time.

If you work offshore you must be particularly careful when the motion of the workboat is being adversely affected by weather conditions.

Never use a chemical without familiarising yourself with the hazards (control of substances hazardous to health). Familiarise yourself with requirements for waste segregation on the site. Avoid any spillage of oil and chemicals by good housekeeping and operating practices. Report any incidents.

House Rules




1. Always follow safety sign information
2. Keep work sites clean, tidy and obstruction free
3. Use the right tool, equipment in the right way for the specific job
4. Use the correct manual handling technique if manual handling cannot be avoided
5. Hold the handrail on stairs, walk, do not run
6. Always plan every lifting operation or diving operation
7. Never cross safety barriers or enter prohibited areas
8. When risk assessing task plans, always consider the environmental conditions and their effects
9. Always wear vehicle seat belts and never use a hand held mobile phone when driving
10. Wear and maintain the correct PPE

Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards

4.7 Your duties and responsibilities

To make sure that we all work to the same basic standards, you must:

- You have an obligation to stop any activity or operation which you consider unsafe (including those of subcontractors)
- Always be aware of your own safety and the safety of others
- Prevent damage to equipment and the environment
- Comply with all policies, procedures and rules
- Read and understand Critical Safety Behaviours and avoid exhibiting 'at risk' behaviours
- Work safely in accordance with Mola Subsea processes, procedures and rules
- Think about the hazards and risks you and others may be exposed to before you start, and during the execution of any task and take the necessary precautions to mitigate these risks
- Do Not take short-cuts
- Be aware of safety issues at all times even after work is over – remember injuries can also happen when you are off shift
- Bring your HSE concerns to the immediate attention of your supervisor
- Report promptly all unsafe conditions and practices (including those of sub-contractors) to your supervisor
- Report all injuries and illnesses, no matter how minor, to your supervisor promptly
- Report equipment damage, near misses and every spill/ to your supervisor
- Always use the proper safety equipment/PPE clothing
- Ensure you travel with valid certificates (survival, medical, vaccinations and malaria compliance attestation when applicable)
- Ensure your physical examination/health screening is up to date
- Ensure you have understood your worksite induction and participate in toolbox talks on each shift
- Follow all security instructions
- Use tools or their intended purpose only - no unauthorised modifications or use of sub-standard equipment

No. 0001	
  <u>STOP WORK AUTHORITY</u>	
<p><i>THE HOLDER OF THIS CARD:</i> <i>Has the authority to stop any work if</i> <i>there is an UNSAFE ACT or UNSAFE</i> <i>EQUIPMENT beina in used.</i></p>  Mehdi Rizvi – Director	<p>Every person who works at Mola Subsea facility, Onshore or Offshore is:</p> <ul style="list-style-type: none"> - Responsible for their own health and safety; - Responsible to their work mates – not to cause harm or injury; - Responsible to the environment – not to cause pollution. <p>REPORT ALL ACCIDENTS, INCIDENTS, NEAR MISSES & DANGEROUS OCCURRANCES.</p> <p>THINK SAFETY – EVERYTIME</p> <p>If found please return stop card to: +65 69140780/69090903</p> <p>www.molasubsea.com</p>

4.8. Leadership Duties and Accountability

Managers and team leaders have overall responsibility for the health and safety of people working for them.

This includes the protection of people, the environment and equipment on their worksite.

Their responsibility includes activities such as:

- Conducting risk assessment and evaluation
- Providing safe operational procedures
- Providing safe equipment
- Ensuring a robust permit to work system is used where special activities or non-routine work takes place
- Ensuring good worksite housekeeping
- Carrying out safety induction/familiarisation training
- Listening to workers' concerns with regard to safety and acting on them
- Intervening when at-risk behaviour is observed
- Setting a good example through personal leadership and the promotion of health, safety and environmental policies and initiatives
- Demonstrating accountability through performance reviews, counselling and disciplinary action
- Leading investigations into injuries, accidents and high potential incidents, contributing to the reports and ensuring follow up of actions and provision of feedback
- Ensuring people working under supervision have received adequate training to enable them to perform their assigned tasks Safely.



Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards

4.9. Short service worker programme

Mola Subsea has implemented a programme on specific worksites to identify, train and monitor workers who are new to that worksite, and/or the company. In an offshore environment Mola Subsea employee must pay attention to those new to the worksite, watch out for their safety and ensure they understand the activities taking place in their surroundings.

5.0. Training requirements

Mola Subsea has multiple levels of awareness and training programmes depending on each individual's activities and worksite environment

Everyone will undergo a QHSE introduction by the company and a site-specific induction. If your role requires specialised qualifications and training, whether it is internal or external, this will be addressed.

HSE training summary -

Mola Subsea QHSE Policies

Mola Subsea Safety Culture

Safe Conditions

Risk Assessment

Management of Change

Confined Space Entry

Diving Work Instructions

Diving Procedures

Permit to Work

Safe Use of Work Equipment

Chemical Management

Lifting Management

Noise, Environment

Emergency & Preparedness Procedures

Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards

6.0. HSE induction - what you need to know

When visiting a worksite for the first time you must attend a 'Safety Induction' as soon as possible after your arrival. Your induction may include the following issues:

- Organisation at the worksite – roles and responsibilities
- The Emergency Plan and its location, alarms, and responses
- Overview of work areas, "no-go" areas and general traffic areas
- Firefighting equipment location
- First aid treatment and location of equipment including diving equipment
- Safety signs and their meaning – PPE areas, first aid, warnings etc.
- Smoking rules and smoking/no smoking areas
- Worksite waste disposal and segregation procedure
- Worksite security procedures
- HSE Risk Assessment system at the site
- Permit to work system and type of work which requires a permit
- Hazardous areas and precautionary measures
- Handling of dangerous substances
- Protective clothing, equipment and what you must use in your job
- Reporting of incidents, damage and injuries
- Reporting near misses

When you have read this HSE handbook and attended your induction, you will understand better how we can all successfully manage HSE together. Remember to ask your supervisor or line manager for further help if you do not understand any aspect of this handbook or the induction



Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards

7.0. Cultural awareness

Mola Subsea operates locally and internationally and you may be required to work in or travel through parts of the world where the culture and environment are not familiar to you. Please behave respectfully towards the citizens and customs of other countries at all times.

In these instances, Mola Subsea will arrange the services of reputable agents to assist in your transfer to your place of work and to provide help and assistance in dealing with issues such as:

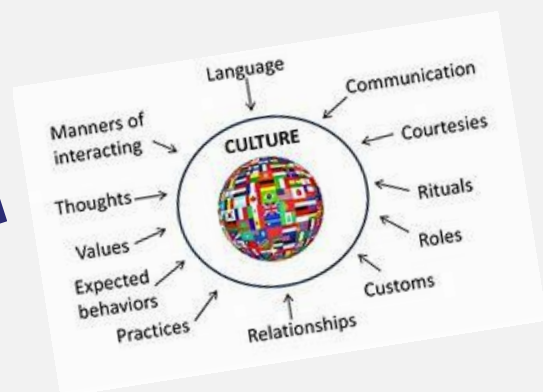
- Personal security
- Health
- Personal property and baggage
- Visas and travel documents
- Internal transportation, meals and accommodation in transit

Your Mola Subsea Management Team will also provide you with current information and advice on ways to minimise exposure to particular health risks in the countries in which you will work or through which you will travel.

Please take the time to study the information and advice provided.

Always follow the instructions of the reputable agents and / or local security teams provided by Mola Subsea.

Mola Subsea will track your movement all times.



Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards

8.0. Risk Management

Risk Management is a key component in our Management System that identifies, evaluates and determines the means of reducing risks to an acceptable level across a wide range of factors to protect people, the environment, assets and to avoid loss.

Mola Subsea has procedures to systematically identify and evaluate the hazards and effects that might arise from our Activities. The scope of the Risk Management process ranges from diving and operations.

Risk Management in Mola Subsea is covered by the different methodologies

Likelihood/ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)	Risk level
Catastrophic (5)	5	10	15	20	25	Low Risk
Major (4)	4	8	12	16	20	
Moderate (3)	3	6	9	12	15	Medium Risk
Minor (2)	2	4	6	8	10	
Negligible (1)	1	2	3	4	5	High Risk

Low Risk = 1 to 3, Medium Risk= 4 to 12,
High Risk = 13 to 25

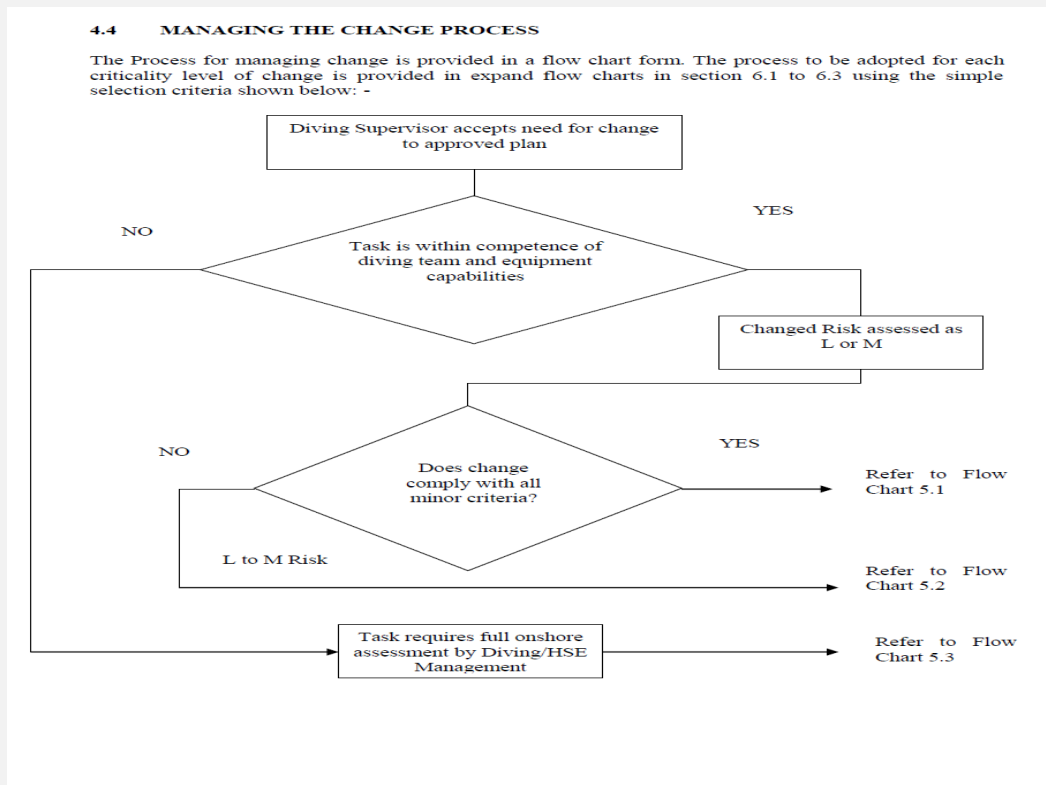
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9.0. Management of Change (MOC)

Experience has shown that incidents such as injury or damage are often caused by not following the planned course of action due to some form of unexpected change. Control of change must be as rigorous as the initial planning and risk assessment of our activities. This means that we need to re-assess risks associated with the change. We do this through a defined Management of Change process (see Management of Change process document).

Its key features are:

- Changes to the planned procedure are subjected to hazard identification risk assessment and control analysis
- Changes are subject to approval by Management/Supervision in accordance with the MOC process before the work is carried out
- People involved in the work must be told about the new procedure or equipment and risks prior to the work
- Work cannot proceed until the change has been re-assessed, approved and the revised procedures explained to those involved in the task.



10.0. Permit to Work (PTW)

Mola Subsea operates a Permit to Work (PTW) system at worksites to control non-routine or special work activities that could present a health or safety risk to anyone or risk of environmental damage as identified in risk assessment (see Permit to Work process document). Examples of where this process would apply:

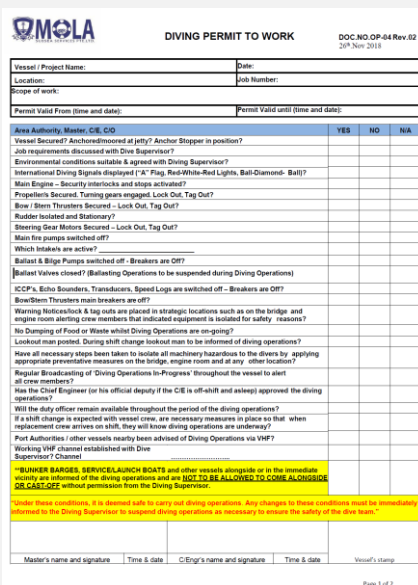
- Non-routine welding, burning or grinding where flammable materials are present.
- Pressure Testing of equipment
- Isolating electrical or mechanical machinery to allow maintenance or repair.
- Working at height i.e. any position where the potential exists for a person to have a fall likely to cause a personal injury
- Removing protection systems (e.g. machinery guards)
- Any work that directly affects critical safety systems
- Entering into confined spaces or places where the atmosphere is suspect.
- Spray painting or using chemicals in closed or confined spaces
- Activities involving radioactive sources such as non-destructive testing

Work may need to be carried out by specialists with specific training or qualifications and require dedicated supervision at all times. Only people who have completed PTW training and are designated as the Person in Charge are allowed to raise a PTW.

11. HSE department roles

Mola Subsea businesses and operations have a QHSE department with the responsibility for guiding the implementation of QHSE policies.

They also measure safety performance against specific QHSE improvement action plans. They provide independent audits of worksites to measure the effectiveness of the systems so that they can provide advice and assistance to improve safety performance. When incidents occur, Mola Subsea QHSE department co-ordinate the analysis of all incidents, damage and injury events and provide investigative services for the more serious events including near miss incidents with a high potential outcome. Investigation findings are used to provide a basis for continuous improvement to our procedures and processes.

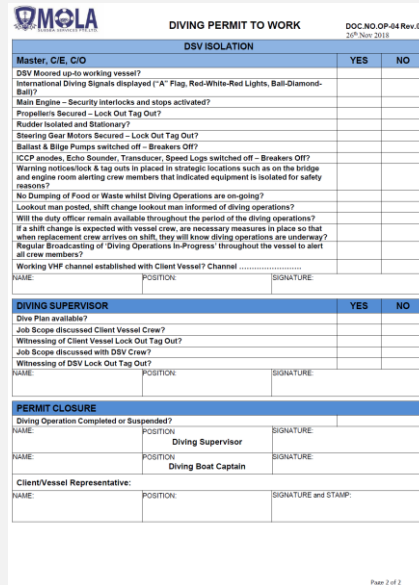


DIVING PERMIT TO WORK DOC NO. OP-04 Rev.02
20th Nov 2018

Vessel/Project Name: _____ Date: _____
 Location: _____ Job Number: _____
 Scope of work: _____
 Permit Valid From (time and date): _____ Permit Valid until (time and date): _____

Area Authority: Master, C/E, O/O	YES	NO	NA	
Vessel Secured? Anchored/moored at jetty? Anchor Stopper in position?				
Job requirements discussed with Dive Supervisor?				
Environmental conditions suitable & agreed with Diving Supervisor?				
International Diving Signals displayed ("A" Flag, Red-White-Red Lights, Ball-Diamond- Ball)?				
Main Engine - Security interlocks and stops activated?				
Propellers Secured. Turning gears engaged. Lock Out, Tag Out?				
Bow / Stern Thrusters Secured - Lock Out, Tag Out?				
Rudder Isolated and Stationary?				
Steering Gear Motors Secured - Lock Out, Tag Out?				
Main fire pumps switched off?				
Which intakes are active? _____				
Ballast & Bilge Pumps switched off - Breakers are OFF?				
[Ballast Valves closed? (Ballasting Operations to be suspended during Diving Operations)]				
ICCP's, Echo Sounders, Transducers, Speed Logs are switched off - Breakers are OFF?				
Bow/Stern Thrusters main breakers are off?				
Warning Notelock & Tag outs are placed in strategic locations such as on the bridge and engine room alerting crew members that indicated equipment is isolated for safety reasons?				
No Dumping of Food or Waste whilst Diving Operations are on-going?				
Lookout man posted. During shift change lookout man to be informed of diving operations?				
Have all necessary steps been taken to isolate all machinery hazardous to the divers by applying appropriate preventative measures on the bridge, engine room and at any other locations?				
Regular Broadcasting of 'Diving Operations In-Progress' throughout the vessel to alert all crew members?				
Has the Civil Engineer (or his official deputy if the C/E is off-shift and asleep) approved the diving operations?				
Will the duty officer remain available throughout the period of the diving operations?				
If a shift change is expected with vessel crew, are necessary measures in place so that when replacement crew arrives on shift, they will know diving operations are underway?				
Post Authorities (other vessels nearby) been advised of Diving Operations via VHF?				
Working VHF channel established with Dive Supervisor's Channel?				
"RUNNER BARGES, SERVICE LAUNCH BOATS and other vessels alongside or in the immediate vicinity are informed of the diving operations and are NOT TO BE ALLOWED TO COME ALOFTSIDE OR AHEADSIDE" without permission from the Diving Supervisor.				
"Under these conditions, it is deemed safe to carry out diving operations. Any changes to these conditions must be immediately informed to the Diving Supervisor to suspend diving operations as necessary to ensure the safety of the dive team."				
Master's name and signature	Time & date	C/Eng's name and signature	Time & date	Vessel's stamp

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DIVING PERMIT TO WORK DOC NO. OP-04 Rev.02
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DSV ISOLATION

Master, C/E, O/O	YES	NO
DSV Moored up-to working vessel?		
International Diving Signals displayed ("A" Flag, Red-White-Red Lights, Ball-Diamond- Ball)?		
Main Engine - Security interlocks and stops activated?		
Propellers Secured - Lock Out Tag Out?		
Rudder Isolated and Stationary?		
Steering Gear Motors Secured - Lock Out Tag Out?		
ICCP anodes, Echo Sounder, Transducer, Speed Logs switched off - Breakers OFF?		
Warning notelock & tag outs in placed in strategic locations such as on the bridge and engine room alerting crew members that indicated equipment is isolated for safety reasons?		
No Dumping of Food or Waste whilst Diving Operations are on-going?		
Lookout man posted, shift change lookout man informed of diving operations?		
Will the duty officer remain available throughout the period of the diving operations?		
If a shift change is expected with vessel crew, are necessary measures in place so that when replacement crew arrives on shift, they will know diving operations are underway?		
Regular Broadcasting of 'Diving Operations In-Progress' throughout the vessel to alert all crew members?		
Working VHF channel established with Client Vessel? Channel _____		
NAME: _____ POSITION: _____ SIGNATURE: _____		

DIVING SUPERVISOR

	YES	NO
Dive Plan available?		
Job Scope discussed Client Vessel Crew?		
Witnessing of Client Vessel Lock Out Tag Out?		
Job Scope discussed with DSV Crew?		
Witnessing of DSV Lock Out Tag Out?		
NAME: _____ POSITION: _____ SIGNATURE: _____		

PERMIT CLOSURE

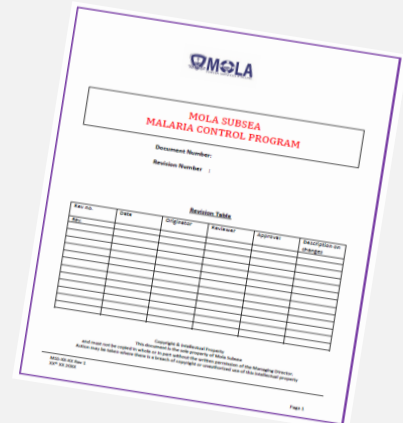
Diving Operation Completed or Suspended?			
NAME: _____ POSITION: _____ SIGNATURE: _____			
NAME: _____ POSITION: _____ SIGNATURE: _____			
NAME: _____ POSITION: _____ SIGNATURE: _____			

Client/Vessel Representative:

NAME: _____ POSITION: _____ SIGNATURE and STAMP: _____
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11.0. Malaria control plan



Mola Subsea will established a Malaria Control Plan to protect vulnerable travelling to Malaria infested countries people by providing:

- A. Awareness
- B. Bite Prevention
- C. Chemical Prophylactics
- D. Diagnosis and Treatment

The ultimate aim of this policy programme is to have no cases of malaria amongst people who do not have a natural immunity,

i.e. people who are not indigenous to countries where malaria is endemic.

The Malaria Control Programme applies to every person required to travel for Mola Subsea to an area where there is a risk of contracting malaria, onshore as well as offshore. Our people are required to participate in the programme.

12. Smoking rules

Mola Subsea office, workboat and worksite has defined areas where smoking is permitted. Smoking is only permitted in designated areas. You must comply with the 'no smoking' signs.

13. Fatigue

Fatigue due to long working hours, or lack of rest caused by circumstances such as travel, may affect your ability to concentrate, presenting a safety hazard to you or your work colleagues.

Please notify your supervisor if you feel that your concentration is likely to be affected by fatigue. Your supervisor will try to arrange shift rotations so that you are well rested before commencing your work, or your shift duration is reduced to avoid a related hazardous condition.

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14. Safety representatives/delegates

Mola Subsea encourages the participation of all our people in promoting safe working practices throughout our operations.

Forums are held regularly for you and your colleagues to discuss issues of concern and make proposals to improve HSE performance.

Worksites nominate worker safety representatives/delegates to act on behalf of peer groups at HSE meetings. These Representatives /delegates are identified clearly in the work areas. We encourage you to be a safety champion and volunteer.

15. Communication

Mola Subsea encourages you to bring HSE issues to the attention of any of the following:

- Your immediate supervisor
- Your worksite manager
- A member of the worksite safety committee
- An elected safety delegate
- A member of a team involved in hazard identification and risk assessment exercises
- Your team when participating in a toolbox talk
- The person carrying out the task

Mola Subsea managers visit worksites to enquire about HSE concerns. These visits provide an opportunity for you to speak to them as they are interested in hearing your ideas on how safety performance can be improved. Safety communication is a two-way process; so, if you speak to a manager about safety concerns, Mola Subsea will respond – to let you know what action is being taken or to explain why action will not be taken. Managers have a duty to respond to you in a timely manner with their findings and actions.

If you find it difficult to raise your safety issue with any of the people listed above, or feel your concern has not been fairly addressed, you may contact the supporting QHSE Manager.

16.0 Toolbox Talks

Toolbox talks provide the forum for the Supervisor or the 'Person in Charge' of Work Team to ensure that everyone involved in the activity fully understands the tasks, hazards involved, hazard control measures to be employed and; procedures to be followed.

All work groups will hold a daily toolbox meeting at the beginning of each job/ shift to discuss the planned scope of work for that day.

Additional toolbox meetings should be held as required throughout the shift i.e. if there are significant changes to the task, people involved or environment conditions. The attendees at a toolbox meeting and any other relevant information shall be formally recorded on Toolbox Talk Form.

Worksite management representatives and dive team will periodically attend the toolbox meetings to monitor their effectiveness and obtain feedback on work related HSE issues.

17.0 Time Out for Safety

'Time Out for Safety' empowers individual workers, supervisors and managers who perceive that there is a potential hazard associated with a task to stop the work and take time out for safety without the fear of negative consequences.

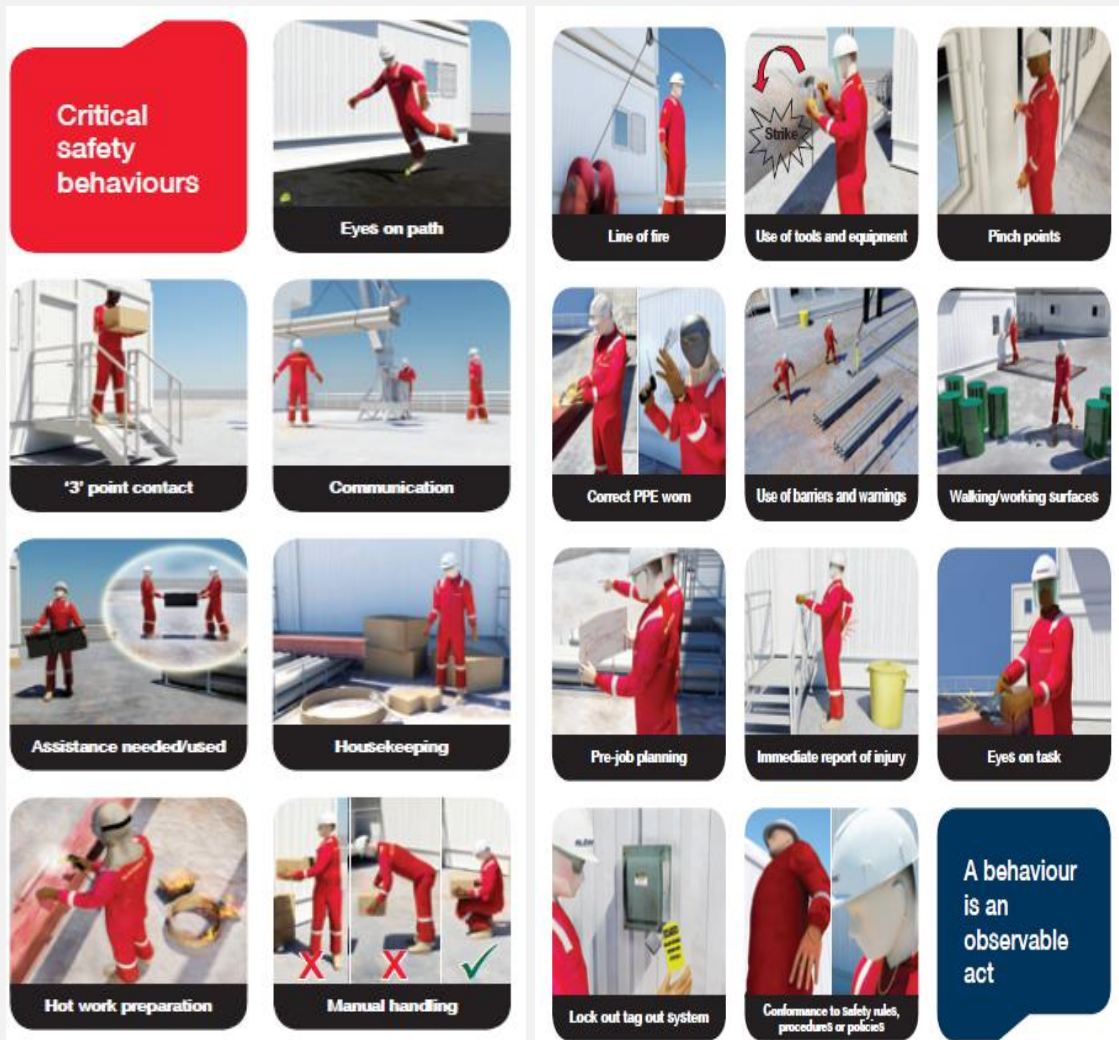
Time Out for Safety may also be used by supervisors and team leaders to hold a short discussion with their work teams to focus on a QHSE related topic of interest i.e. a recent incident or near miss, a received safety alert or information bulletin, a lesson learned, etc.

Some examples of when a Time Out for Safety might be called are:

- A change of plan, or to pass on urgent information critical to the job in Management of Change
- An unscheduled event, or the emergence of a previously unidentified risk or hazard
- Incomplete understanding of instructions, procedures or ongoing activities
- To discuss relevant incidents' or near miss, safety alert
- A need to ask for help or direction
- As a means to focus on a particularly hazardous task or condition

18. Critical safety behaviours

Over 90% of injuries are caused by 'at risk' behaviours. The following safety behaviours when inadequate or lacking ('at risk') have been identified as the key causes of Mola Subsea's injuries:



Critical safety behaviours

- Eyes on path
- Line of fire
- Use of tools and equipment
- Pinch points
- '3' point contact
- Communication
- Correct PPE worn
- Use of barriers and warnings
- Walking/working surfaces
- Assistance needed/used
- Housekeeping
- Pre-job planning
- Immediate report of injury
- Eyes on task
- Hot work preparation
- Manual handling
- Lock out tag out system
- Conformance to safety rules, procedures or policies
- A behaviour is an observable act

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19.0 QHSE Observation and Intervention

Everyone has a part to play in managing safety. You are responsible for looking after your own safety and the safety of those around you. By keeping alert, you can help to eliminate at-risk behaviours, correct unsafe conditions and contribute to safety at your worksite.

If you see something that looks unsafe, or an at-risk behaviour, approach co-workers and discuss it using questions. Then either stop it, correct it or bring it to the attention of somebody who can stop it and correct it. You should also recognise and comment on safe behaviour.

Send out an OBSERVATION to share the information, prevent re-occurrence and help improve Mola Subsea worksites. Likewise, you should report and recognise notably safe behaviour. The system is used to highlight behaviours, quality, environmental events and worksite conditions.

Send out an INTERVENTION message if you have had a conversation that questioned an 'at-risk' behaviour or supported an example of safe behaviour.

The reporting of these observations and interventions will reveal if there are common trends that we can address through training or other corrective action.



20. Incident reporting and investigation

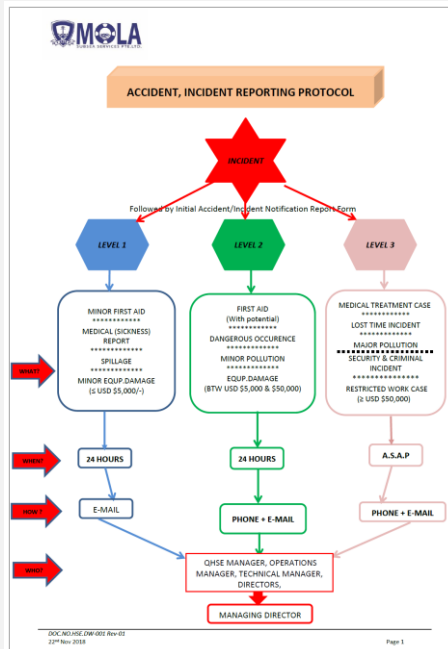
Incidents are actual events which do or could cause harm. They include injury, illness, damage and near miss incidents. They are events that Mola Subsea wants to prevent.

If an incident does occur, it is essential that it is properly reported so that managers can investigate and take the necessary actions to prevent recurrence.

All incidents are recorded. You may have to contribute to a report if you are injured or involved in an accident; please remember, the report should only contain facts (do not include your opinions or make unsubstantiated claims). The events will be investigated either by the worksite manager or a special investigative team, depending on the severity of the event.

Please remember to report all undesired events and injuries promptly.

**Note: "The sole objective of the investigation of an accident shall be the prevention of future accidents through the ascertainment of its causes and circumstances. It shall not be the purpose of an investigation to determine liability nor, except so far as is necessary to achieve its objective, not to apportion blame."*



MOLA HSE		Document Control No. DOC.NO.HSE-FRM-02	Date: July 2018
		Revision No.: 01	Page: 1/9
ACCIDENT INCIDENT REPORT FORM			
1. Category of Incident		Report No. Mola/00	Date:
Report Type:	Category: Level 1	Category: Level 2	Category: Level 3
<input type="checkbox"/> Accident	<input type="checkbox"/> Minor First Aid <input type="checkbox"/> Medical Sickness Report <input type="checkbox"/> Spillage <input type="checkbox"/> Minor Equipment Damage	<input type="checkbox"/> First Aid (With potential) <input type="checkbox"/> Dangerous Occurrence <input type="checkbox"/> Minor Pollution <input type="checkbox"/> Equipment Damage	<input type="checkbox"/> Fatality <input type="checkbox"/> Medical Treatment <input type="checkbox"/> Lost Time Injury <input type="checkbox"/> Restricted Work Case <input type="checkbox"/> Pollution <input type="checkbox"/> Security & Criminal
2. Details of Incident			
Vessel/Project	Exact Location	Date	Time
Weather Conditions	Temp (°C)	Lighting	Wind Speed (m/s)
3. Details of Injured Person			
Name:	Badge No.:	(INSET PHOTO)	
Designation:	Nationality:		
Experience:	Age:		
Contact No.:	Gender:		
4. Details of Damaged Plant / Equipment (if any)			
Name:	ID No.:		
Remarks:			
5. Brief Description of Incident			
6. Immediate Corrective Action Taken			
<input type="checkbox"/> On site first aid given at clinic:	<input type="checkbox"/> Sent injured person to hospital:	Hospital Name:	
<input type="checkbox"/> Worker returned to work:	<input type="checkbox"/> Work Stopped area secured for investigation:		

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Near miss incident

This is an event which could have resulted in damage or injury. An incident actually happened but no damage or injury was sustained. Near miss reporting is required in order to communicate the lessons learned and prevent future incidents and accidents.

Damage


Damage to materials, property or equipment, or where harm is caused to the environment are included in this class. Damage specifically caused by fire or explosion is also identified

Injury

Describes events in which people have sustained an injury.

Illness

This category is used for reporting illnesses.

	HSE	Document Control No. MISS-NO-HSE-FRM-03	Date: July 2017
		Revision No.: 01	Page: 1/1
NEAR MISS REPORT FORM			
Vessel Name: _____			
Date of occurrence: _____		Time: _____	
Place of occurrence: _____			
A) BRIEF DESCRIPTION OF OCCURRENCE (What happened?) <small>(Additional copies with photos maybe included on the next page).</small>			
_____ _____ _____			
B) LOSS POTENTIAL (What is the worse that could have happened?) <small>(Additional copy maybe included on the next page).</small>			
_____ _____ _____			
C) CORRECTIVE ACTIONS (What should be done to prevent it happening again?) <small>(Additional copy with photos maybe included on the next page).</small>			
_____ _____ _____			
Reported by: <small>(Name/Hand/Signature)</small>		Date: _____	
<small>*Upon completion, this form must be passed to the QHSE or Management Representative immediately.</small>			
THIS SECTION IS FOR THE ONSHORE MANAGEMENT TO PROVIDE FEEDBACK ON THE REPORTED NEAR MISS (IF ANY): <small>(Additional copy maybe included in the next page).</small>			
_____ _____ _____			
<small>MISS-NO-HSE-FRM-03 Rev 01</small> <small>15 Dec 2017</small>		<small>1</small>	

Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards

Examples: Safety observation



(Near miss) incident



Everyone at a Mola Subsea managed worksite, whether working for Mola Subsea, a visitor or a subcontractor, is required to comply with our HSE standards

Damage



Injury



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21.0 Personal Protective Equipment (PPE)

The planning and assessment of work activities will take account of any hazards and where practicable, the risk from these hazards will be eliminated or reduced. A residual risk may remain, but we can often reduce this further by wearing appropriate PPE. It is Mola Subsea's policy to ensure that suitable PPE is available to everybody and always used in work activities. Your full compliance with safe, well proven working procedures should prevent accidents and consequential injuries. PPE is the last personal line of defense, but may not protect you if you fail to behave safely.

Every person on a worksite must wear (unless in a designated safe zone):

- Hard-hat
- Coveralls with high visibility reflective stripes or a high visibility tabard
- Safety boots/shoes
- Safety glasses
- Gloves (unless deemed unfit for task)

Additional PPE must be used when required and may include:

- Hearing protection
- Fall protection harnesses
- Respiratory protection equipment
- Lifejackets
- Burning goggles or clear goggles
- Gloves with specific hand protection (cut/thermal/chemical)
- Welding hood
- Full face shield



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22. Emergency situations

During your worksite induction you will be informed about the alarms used at your workplace and the specific procedures that you must follow in case of fire or other emergency situations. When an alarm is raised, stop work, make your work place safe and go immediately to your designated muster station/assembly point.

If you discover a fire, raise the alarm immediately. Attempt to extinguish the fire only if you are familiar with the firefighting equipment and are sure you will not endanger your own life.

Ensure that during your induction you learn where to go for medical assistance.

Mola Subsea provides an Emergency and Preparedness procedure and contacts list in office and worksites.



23. Harmful substances

Every worksite, which uses any chemicals, must:

- Review the chemicals, which you use on a regular basis and ensure that you are familiar with the associated hazards and personal protection measures. Be familiar with the Safety Data Sheets (SDS) and the assessments for the safe use of chemicals.
- Follow all instructions related to safe use and storage of chemicals
- Understand spill cleanup procedures and know where spill response equipment is stored.
- Prior to using hazardous chemical substances, instructions for their use and precautions to be taken must be fully understood and when applicable, identified on the Permit to Work. If in doubt ask our site management.



4. Flammable Solids



3. Flammable Liquids



2. Flammable Gases:



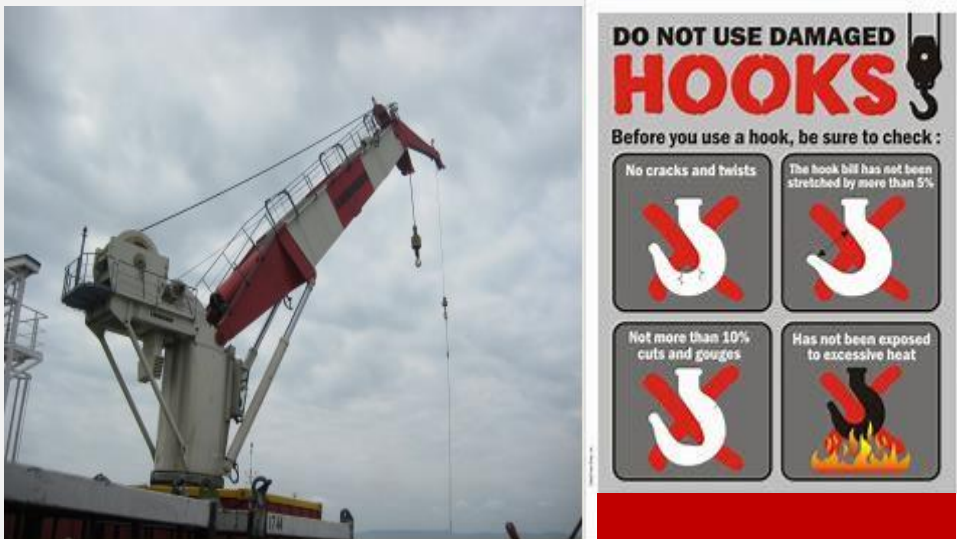
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24.0. Lifting operations

Lifting operations using cranes or other lifting equipment. Mola Subsea has developed rules covering the use and maintenance of such equipment. Many lifting operations are subject to detailed planning risk assessment and the implementation of approved lift plans.

Some of the key issues in these rules are:

- Never work under a suspended load
- You must be adequately trained and authorised before you can operate cranes, winches, fork lifts, jacks and any other lifting equipment
- Anyone using lifting equipment and /or rigging must be sure prior to use that it is fit for purpose, has up to date Certification, showing that it has successfully passed a test of its lifting capability. They must also ensure that they understand.
- The route for a lift must be clear of people and obstructions
- Equipment used for lifting people must be designed and certified and marked for this purpose
- Ensure that you understand and follow the lift plan



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25.0. Manual handling

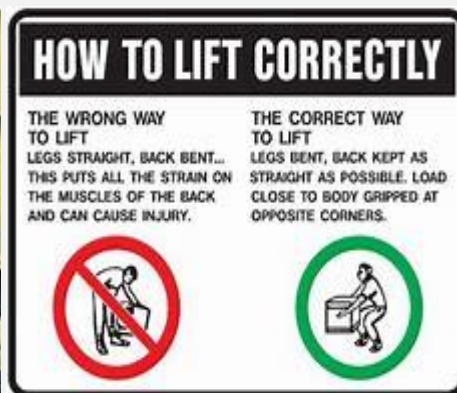
The first consideration: can manual handling be avoided?

All manual handling tasks must be assessed. Stop and think.

- Is the task repetitive?
- Will it take more than an easy effort to lift it or is it above the limits on the next page?
- Do I have to push or pull?
- Does this involve more than one person?

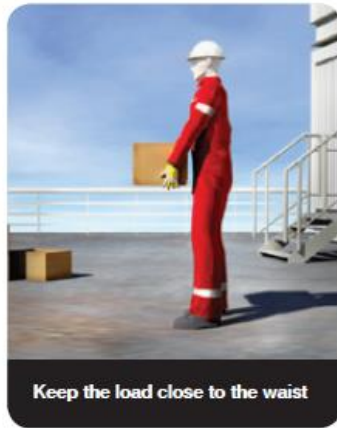
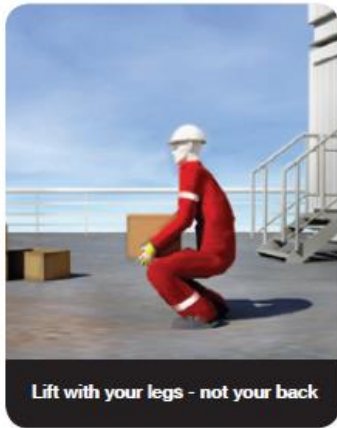
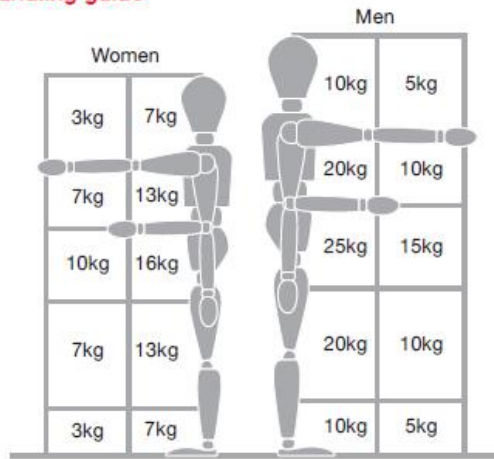
If the answer is yes to any of these, a manual handling assessment should be carried out to mitigate the risk of injury.

The most effective control to reduce injury or incidents from manual handling is not to perform the manual handling in the first instance.



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Manual handling guide



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Manual handling guide



Avoid twisting the back and leaning



Keep the head up when handling. Move smoothly. Don't lift or handle more than can be easily managed.



Put down then adjust



Lifting in teams

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26.0. Working at height

Working at height should be considered as a last option when deciding how a work task should be carried out and may require a permit to work. Working at height should only be undertaken if the task is essential and alternative means of completing the task have been fully considered. Refer to the Working at Height Procedure when assessing the work.

Working at height can be defined as **'Any position and height where the potential exists for a person to have a fall likely to cause a personal injury'**.

There is no minimum height where the risks should not be considered and assessed. We should remember that 60% of serious injuries sustained due to industrial falls are from a height of less than 2 meters.

The only occasion where a fall protection system may not be used is when a greater hazard exists after implementing fall protection measures. The residual risk must then still be assessed as acceptable to carry out the work.

You must receive working at height training before doing tasks that require it.

All scaffolding must be certified and inspected daily by a qualified person.



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27.0. Slips, trips, falls and hand injuries

Take care to avoid slips, trips and falls and be aware that the main factors contributing to slip, trip or fall accidents are:

- Failure to maintain three point contact behaviour
- Eyes not on path behaviour
- Unsuitable footwear
- Environmental factors – wind, rain, spray
- Unsuitable or poor quality flooring
- People - congestion
- Contamination – oil, paint, grease
- Obstacles and obstructions
- Poor housekeeping and maintenance

The most common type of injury at worksites is to people's hands and fingers. In order to reduce these injuries we must:

- Avoid pinch points behaviour
- Keep eyes on task
- Use the correct PPE for our hands
- Be more aware of potential hazards to our hands
- Look out for our colleagues and warn of unseen danger
- Work using good practice and with the right tools
- Be familiar with the Risk Assessment hazards and controls and relevant procedures

Trip Hazard



Hand critical safety behaviours



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28.0. Dropped objects

Dropped objects have proved to be the third highest cause of fatalities and serious injuries in the oil and gas industry.

DROPS Calculator



Tips

In addition to the working at height guidance, remember these simple tips:

- Use lanyards on tools
- Secure loose objects that can fall
- Maintain good housekeeping



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33. What to do in the event of an accident

30.0 In the event of an accident act in this order:

1. Secure the site - make sure it is safe
2. Raise the alarm
3. Bring First Aider to the injured person if safe to do so



N

Should you have any questions relating to the content of this handbook or HSE in general please ask your Supervisor.

A soft copy of this handbook is available on the Computer Management System.

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