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QHSSE POLICY

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This policy shall be used by All Departments and updated by QHSSE Department

1 INTRODUCTION

Guyana Shore Base Inc.'s (GYSBI's) Quality, Health, Safety, Security, and Environmental (QHSSE) policy provides the set of guidelines and principles that the company adheres to, to ensure Quality, Health Safety, Security, and the Environment are maintained throughout its operations. This policy is integral to GYSBI's business strategy and is committed to by executive leadership.

2 RESPONSIBILITIES

- It shall be the responsibility of the QHSSE Manager or designate in collaboration with top management to implement, enforce, review, and maintain this integrated QHSSE Management System policy as required.
- It shall be the responsibility of management at every level to lead in the communication and implementation of QHSSE Management System policies and procedures while ensuring compliance.
- It shall be the responsibility of all GYSBI employees and contractors to be aware of and commit to upholding the requirements of the QHSSE Policy.

3 REFERENCES

- QH-PL-006 [QHSSE Management Plan.docx](#)

4 DEFINITIONS

No specific terms require definition.

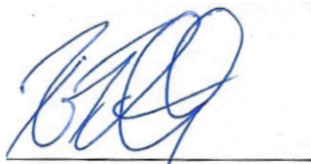
5 PROCESS DESCRIPTION

Guyana Shore Base Inc. (GYSBI) provides an array of Shore Base, Logistics, and Industrial Park Services. With continual improvement at the forefront, the company aims to effectively advance its expertise to ensure the needs of all relevant interested parties are consistently met with excellence.

In support of this, GYSBI is committed to:

- Meeting specified customer requirements and ensuring customer satisfaction.
- Adhering to all applicable standards and statutory and regulatory requirements.
- Setting clear QHSE objectives for QHSE performance with measurable performance indicators and empowering personnel to make interventions to prevent unsafe acts and eliminate unsafe conditions.
- Promoting employee well-being and providing a safe, healthy, and secure working environment by reducing risks and eliminating identified hazards as far as reasonably practicable, to prevent work-related injuries and ill health.
- Ensuring effective consultation with employees on issues relating to quality, occupational health and safety, security, and the environment.
- Minimizing environmental impacts through the reduction of pollution, emissions, and waste and recycling where applicable.
- Maintaining and continually improving its integrated QHSSE Management System.

To ensure our QHSSE Policy remains consistent with the company's strategic direction, it shall be annually reviewed and appropriately communicated.



Robert Albiez
Chief Executive Officer (CEO)

6 RECORDS

No records are produced in association with this policy.

REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	21 Aug 2020	Michael James	Sean Hill	Initial release.
2	02 Jul 2021	Kedar Sapte	Sean Hill	Policy revised and updated to the new document format.
3	18 Oct 2022	Leah Milo	Kurt Busuttil	Document aligned with the requirements of ISO standards for the creation of a Policy.
4	22 Dec 2023	Leah Milo	Andrew Dowson	Document updated to the requirements of the Control of Documented Information Procedure.
5	31 Jan 2025	Leah Milo	Kurt Busuttil Robert Albiez	Document refined to reflect the current system.

**CELLULAR &
WIRELESS DEVICES
IN THE WORKPLACE
POLICY**

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This policy shall be used by all Departments and updated by QHSSE Department

1 INTRODUCTION

Guyana Shore Base Inc. (GYSBI) is committed to creating and maintaining a safe and healthy working environment.

Consistent with this, GYSBI accepts that use of Cellular/Wireless Devices while operating in a high-risk environment, can create distractions, therefore creating significant hazards.

The purpose of this policy is to help us get the most out of the advantages these instruments offer, while minimizing distractions, accidents, and frustrations improper use of these devices can cause.

This policy covers use of Cellular and Wireless Devices at GYSBI's Port Facility and Industrial Estate (GIE/Annex) locations and applies to all GYSBI Personnel, Clients, Tenants, Contractors, and Visitors accessing these facilities.

2 RESPONSIBILITIES

- It shall be the responsibility of the Base Manager and QHSSE Manager/ Supervisor to implement, communicate and enforce this policy.
- It shall be the responsibility of the QHSSE Manager or delegate for updating and maintaining this policy.
- It shall be the responsibility of all Employees, Contractors, Tenants, and Visitors to adhere to the requirements of this policy.

3 REFERENCES

- QH-PL-005 [Traffic Management Plan.docx](#)
- QH-PL-006 [QHSSE Management Plan.docx](#)
- QH-PR-001 [Investigation - Reporting Procedure.docx](#)
- QH-PR-007 [QHSSE Communication Procedure.docx](#)
- QH-PR-013 [Medical Emergency Response Flowchart.docx](#)
- HR-PO-010 [Disciplinary Policy.docx](#)
- HR-PO-016 [Fair Play Guide.docx](#)

4 DEFINITION

TERM	DEFINITION
Hazard	A situation with potential for human injury, damage to property or the environment, discharge of potential pollutants into the environment.
Risk	Event or condition involving exposure to a hazard.
Risk Control	Risk control is the process used to identify all practicable measures for eliminating or reducing the likelihood of injury, illness, or disease in the workplace, to implement the measures and to continually review the measures in order to ensure their effectiveness
Wireless Device	Any communication device that does not require a physical wire to transmit data to another device i.e., Radios, Cellular phones, Earphones (including Bluetooth Earpieces), Tablets, Smart Watches, Laptops.

5 PROCESS DESCRIPTION

GYSBI's Cellular and Wireless Device policy offers general guidelines for the use of Cellular Phones (personal and company-issued) and associated Wireless Devices (Radios, Earphones (including Bluetooth Earpieces), Tablets, Smart Watches, Laptops) during working hours, in active operational areas.

Prohibitions

Cellular Phones and Wireless Devices shall not be used when they could pose a security or safety risk, or when they distract from work tasks.

Specific circumstances where these devices shall not be used include:

- While driving,
- Operating equipment,
- During active meetings,
- While in active work zones,
- To surf the internet or play games during work hours,
- To conduct personal tasks,
- To conduct indirect/unrelated work tasks,
- To record confidential information.

Drivers and heavy equipment operators shall not use any personal communication devices (Cellular Phones, Bluetooth Earphones, Tablets, Smart Watches) without stopping active operations and/or mobile equipment at a safe location.

Mobile equipment must be fully stopped and stationary, with the handbrake up and hazard lights in use where applicable.

Exclusions

The following outlines scenarios where Cellular Phone use is accepted, under the condition it has been approved by the Base Manager, Base Supervisor, or QHSSE Supervisor and that it is safe to do so:

- Following an incident (and key personnel need to be contacted),
- To obtain evidence-based pictures:
 - For Investigation purposes,
 - To provide clarity for Management/Client or Contractors (requesting same).
 - For the creation and submission of GOARC Safety Reports.
 - For submission of Maintenance work requests via LIMBLE software.

Note: The documented information that is required to complete a GOARC Safety Report or LIMBLE work request must be done while in a Phone Friendly area.

Phone Friendly Zones

To facilitate the use of Cellular and Wireless Devices at GYSBI, selected areas have been designated 'Phone Friendly', to minimize distractions that can lead to accidents/incidents in active operational areas.

These 'Phone Friendly Zones' include:

- Offices,
- GYSBI's Training Venue,
- Security huts,
- GYSBI's Man Camp,
- Rest containers/areas,
- Parking lots,

- Designated smoking areas.

Refer to the Appendices for the Port Facility and GYSBI Industrial Estate (GIE/Annex) Phone Friendly Zones.

Note: Cellular and wireless devices in tenant-controlled areas will be guided by the tenants. All GYSBI persons are to adhere to these guidelines when working in the respective areas.

Disciplinary Action

Improper use of Cellular Phones or Wireless Devices shall result in disciplinary action in line with HR-PO-010 DISCIPLINARY POLICY. Continued use of these instruments at inappropriate times or in ways that distract from work may lead to having privileges revoked.

6 RECORDS

No records are produced in association with this Policy.

Appendix 1: Port Facility Layout



Appendix 2: Port Facility Phone Friendly Zones



Appendix 3: Depiction of Port Facility Phone Friendly Zones



Appendix 4: GYSBI Industrial Estate (GIE/Annex) Layout



Appendix 5: GIE/Annex Phone Friendly Zones



Appendix 6: Depiction of GIE/Annex Phone Friendly Zones



REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	-	-	Iain Martin Sean Hill	Initial release of document
2	12 Sep 2020	-	Andrew Dowson	Addition of Scope. Additional areas added to access Maps of Phone-friendly Areas
3	25 Feb 2022	-	Andrew Dowson	Additional areas identified with involvement from GYSBI & Annex key personnel.
4	19 Sep 2022	-	Kurt Busuttil	New Document Number
5	23 May 2023	Leah Milo	Kurt Busuttil	Document updated to the requirements of the Control of Documented Information Procedure. Updates to policy include: <ul style="list-style-type: none"> Rearrangement of contents to improve flow. List of Wireless Devices applicable to the policy. Links to associated guidance documents. Expansion of Appendices to include Shorebase and Annex Layouts and updated maps of designated Phone Friendly Zones.
6	22 Aug 2024	Arun Persaud Leah Milo	Kurt Busuttil	Document updated to reflect: <ul style="list-style-type: none"> Current practices regarding prohibitions to the use of wireless devices while driving on-site Updated Annex phone-friendly zones (Appendix 4).
7	10 Nov 2024	Arun Persaud Satyawan Jowharilall Saffrina Viveiros	Elroy Vankennie	Document was updated to reflect: <ul style="list-style-type: none"> Present overview image of GYSBI's Port Facility and GIE/Annex. Changes in phone zone locations in updated overview layout of the Port Facility and GIE/Annex.

**DRUG, ALCOHOL &
CONTRABAND
POLICY**

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This policy shall be used by HR Department and updated in collaboration with QHSSE Department

1 INTRODUCTION

Guyana Shore Base Inc. (GYSBI) (also referred to as the company) is committed to creating and maintaining a safe, healthy, and productive work environment for Employees, Customers, Tenants, Contractors, Subcontractors and Visitors accessing the company's facilities.

GYSBI understands that the use of Drugs, Alcohol and Contraband while operating in a high-risk environment increases accident/incident potentials, therefore creating significant hazards.

Consistent with this, GYSBI shall enforce this Drug, Alcohol, and Contraband Policy to protect property and assets, ensure efficient operations, and meet specific Customers and applicable statutory/regulatory requirements.

This policy applies to GYSBI Shore Base and Industrial Estate (Annex) locations and applies to all GYSBI Company Personnel (Employees, Contractors, Subcontractors, Tenants) and Visitors accessing these facilities.

2 RESPONSIBILITIES

- It shall be the responsibility of the Human Resources Manager and QHSSE Manager/Supervisor to implement, communicate and enforce this policy.
- It shall be the responsibility of the QHSSE Manager or delegate for updating and maintaining this policy.
- It shall be the responsibility of the Medics to conduct required Drug and Alcohol tests in accordance with the testing protocols and report results to the Human Resources Manager, QHSSE Manager and relevant Department Heads.

- It shall be the responsibility of all Company Personnel (Employees, Contractors, Tenants) and Visitors to adhere to the requirements of this policy.

3 REFERENCES

- QH-PR-027 [Drug and Alcohol Testing Procedure.docx](#)
- QH-PR-001 [Investigation - Reporting Procedure.docx](#)
- QH-PL-005 [Traffic Management Plan.docx](#)
- QH-PL-006 [QHSSE Management Plan.docx](#)
- QH-PO-006 [Fitness to Work Policy.docx](#)
- HR-PO-001 [Fair Play Policy.docx](#)
- HR-PO-010 [Disciplinary Policy.docx](#)
- HR-PR-002 [New Hire and Onboarding Procedure.docx](#)
- Chapter 51:02 Laws of Guyana: Motor Vehicles and Road Traffic Act Part VI, Section 39.

4 DEFINITIONS

TERM	DEFINITION
Alcohol	Consumable liquid containing ethanol (e.g. beer, wine, spirits) and powdered alcohol which can be reconstituted into an alcoholic drink.
Company Property or Customers Property	Locations and property owned (or leased or chartered from others or accessed through rights secured by company, customers, or their affiliates) operated, and/or controlled by the company or its customers whether fixed or mobile

Collector	A person who 1) collects a specimen from company personnel, 2) makes an initial inspection of the specimen, and 3) completes the Custody and Control Form (CCF). When Field Screen Device (FSD) is used, Collector may be responsible for reading and recording screening test results.
Company Personnel	All company employees, agents, subcontractors, or subcontractors' employees performing field operations work on company or customer property, or those who are being considered for employment by the company. This includes temporary and part-time personnel.
Confirmation Test	For drug testing, a second analytical procedure performed by a Laboratory on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite typically using gas or liquid chromatograph with mass spectroscopy. For Alcohol testing, a breath test using Evidential Breathalyzer testing device (EBT) or a blood test analyzed by a laboratory.
Contraband	<ul style="list-style-type: none"> i. Any drug or alcohol related paraphernalia used or designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing into the human body any Prohibited Substance, or ii. Any paraphernalia or substance used or designed for use to dilute, substitute, or adulterate any alcohol or drug test specimen, or to otherwise obstruct the alcohol or drug testing process or iii. Firearms, ammunition, explosives, and weapons

Custody and Control Form (CCF)	The form used to document the collection, custody, and transport of a drug specimen or blood Alcohol specimen until it is received by the Laboratory.
Cutoff	The decision point or value used to establish and report a specimen as negative or positive.
Designated Employee Representative (DER)	Company personnel with oversight of the company Drug and Alcohol program and authorized by the company to receive test results and make required decisions regarding test results.
Disqualified	Company personnel are disqualified from performing work if they fail to meet or comply with, or in any way violate this policy and policy of customers.
Fatal Flaw	An error that results in a significant break of chain of custody or collection procedures that cannot be corrected and results in a cancelled test (e.g., missing, or damaged tamper evidence seal, CCF and specimen ID do not match, missing collector name and signature on CCF)
Field Screen Device (FSD) also referred to as a Point of Collection Testing POCT device	Testing device that is utilized to field-screen a specimen for the presence of alcohol or drugs.
First Aid	First aid refers to medical attention that is usually administered immediately after the injury occurs and at the location where it occurred. It often consists of a one-time, short-term treatment and requires little technology or training to administer. (List of First Aid treatments as defined by U.S. OSHA is found in the Addendum).

Laboratory	A laboratory certified to the requirements of the relevant jurisdiction for purposes of performing legally compliant alcohol and drug testing.
Laboratory Negative Result	The result reported by a laboratory when a specimen is a valid specimen and contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class.
Laboratory Positive Result	The result reported by a laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentration.
Medical Review Officer (MRO)	A licensed or certified physician, designated by the company, responsible for the review and verification of the integrity of drug testing results and for the final interpretation and reporting of drug test results.
MRO Negative	Final classification of a drug test as negative after MRO review of all relevant data (e.g., laboratory test result, donor interview, legitimate medical explanation for use of medication).
MRO Positive	Final classification of a drug test as positive after MRO review of all relevant data (e.g., laboratory test result, donor interview, legitimate medical explanation for use of medication)
Prescription Drug	<p>A regulated pharmaceutical medicine that requires physician or other qualified healthcare professional authorization before it can be obtained in the jurisdiction where Company personnel are performing services.</p> <p>The term is used to distinguish it from over-the-counter drugs, which can be obtained without authorization.</p>

Prohibited Substances	<ul style="list-style-type: none"> i. Illicit drugs that are not or cannot be prescribed, or mind-altering substances including all forms of naturally occurring and synthetic drugs, e.g., synthetic cannabinoids, stimulants, and hallucinogens, that would inhibit the ability of company personnel to perform work safely. ii. Potentially impairing medications (e.g., may be prescription drug or over-the-counter medication or herbal medicine): <ul style="list-style-type: none"> 1. Used without a prescription, or 2. Used in a manner inconsistent with the prescription or directions for usage, or 3. Used without disclosure to company as provided by Section 3(b)(iii) of this Policy iii. Alcohol iv. Marijuana in any form, even if legal in the local jurisdiction
Random Pool	The pool or grouping consists of Safety Sensitive company personnel designated for random testing.
Reasonable Suspicion	<p>A belief based on objective and articulable facts sufficient to lead a supervisor to suspect the use of prohibited substances.</p> <p>For the purposes of this section a supervisor is a company employee acting in an official supervisory capacity who has successfully completed drug and alcohol supervisor training as outlined in this policy.</p>
Safety Sensitive Positions	Any position with job responsibilities such that a lapse by an individual in that position could increase the probability of serious injury, significant environmental or community impacts or significant damage to company or customer assets.

Screening Test (also referred to as Initial Test)	The test used to differentiate a negative specimen from one that requires further testing (i.e., confirmation test) for alcohol, drugs, or drug metabolites.
Serious Injury	Injuries or illnesses causing significant physical body damage with potential for days away from work.
Stand Down	Requires immediate removal of company personnel from covered services.
Under the Influence	<p>A condition in which the mental or physical faculties are impaired by the use of Prohibited Substances as to reduce ability to think and act with ordinary care and must be indicated by specific, contemporaneous, articulable observations such as appearance, behavior, speech, body odor, etc.</p> <p>A confirmed positive alcohol or drug test shall be accepted as evidence conclusive of being Under the Influence.</p>

5 PROCESS DESCRIPTION

Prohibitions

Company Personnel are disqualified following non-compliance with the prohibitions below:

- Using, possessing, selling, manufacturing, distributing, concealing, or transporting on company or customer property (including off-duty time) any of the following items:
 - Any prohibited substance; or
 - Contraband, or
- Being under the influence of any Prohibited Substance.

- Switching or adulterating any urine, blood, or any other specimen, participating in any attempt to adulterate or substitute a specimen, obstructing the collection or testing process, failing to promptly proceed to a collection site and provide specimens when told to do so, refusing to sign required forms, and failing to cooperate with an inspection.
- Prohibited from operating a vehicle on behalf of the company or customer while under the influence.
- While employed or being considered for employment, employees:
 - Are confirmed Positive for Alcohol or a MRO Positive for drugs, or
 - Refuse to test for Alcohol and Drugs, or
 - Refuse to submit to an inspection

Program Management

Identify a Designated Employee Representative (DER)

Designated Employee Representative (DER) should be an employee within the Health, Safety, Security and Environment (HSSE) department who is authorized to receive test results and other communications, take immediate action to remove workers from a company or customer's jobsite and make required decisions in the testing and evaluation process. Specific roles and responsibilities assigned to a DER should include, at a minimum, the following:

- Select and contract with a Laboratory or service provider, based on pre-determined criteria, to help implement all or part of the Drug, Alcohol and Contraband Program.
- Coordinate training for all Supervisors on the following:
 - reasonable suspicion
 - post incident testing
 - stand down procedures
 - disqualified personnel requirements
 - random notification

- Schedule and coordinate drug and alcohol testing activities applicable to any local legal requirements and customer requirements.
- Maintain confidential files for the Drug, Alcohol and Contraband Program.

Identify a Medical Review Officer (MRO)

A MRO is responsible for receiving and reviewing laboratory test results and evaluating medical explanations for certain drug test results. Roles and responsibilities assigned to a MRO typically includes the following:

- Serve as an independent party to oversee the accuracy and integrity of the company Drug and Alcohol Testing process (DOT and NON-DOT).
- Review appropriate copies of chain-of-custody forms to determine if problems exist.
- Conduct verification interviews with workers for non-negative drug test results or results indicating that the specimen has been adulterated or substituted.
- Interpret drug test results to determine if a legitimate medical explanation exists for a laboratory's confirmed positive, an invalid test result or adulterated or substituted specimen.
- Immediately report verified positive or invalid results, results requiring immediate collection under direct observation, adulterated or substituted specimens, and other refusals to test to appropriate personnel.
- Report written drug test results in a confidential manner to appropriate personnel authorized to receive such information.

Site Specific Requirements

GYSBI shall follow any specific site requirements established by the Customer as well as any local legal requirements applicable to alcohol and drug testing.

Searches and Inspections

At any time, GYSBI and/or Customer may conduct or require an unannounced inspection of company personnel and their property for items that may include prohibited substances or contraband. Inspections may include, but are not limited to:

- Clothing, Wallets, Purses, Baggage, Lockers, work areas, Desks, Toolboxes, and Vehicles.

GYSBI or the Customer may authorize inspection specialists, including scent-trained animals to conduct an inspection.

If discovery of Prohibited Substances or Contraband cannot be directly associated with individual company personnel, but can be reasonably associated with a defined group of company personnel (e.g., people who use one change room):

- Customers may conduct or require GYSBI to conduct an inspection of company personnel group's clothing, Wallets, Purses, Baggage, Lockers, work areas, Desks, Toolboxes, Vehicles, and any other designations by Customers, and/or
- Customers may require GYSBI to conduct group suspicion-based testing of company personnel within this group.

Medication Disclosure

Company Drivers or company personnel in Safety Sensitive positions may only use potentially impairing medication (e.g., Prescription Drug, over-the-counter medication, herbal medicine) under the following conditions:

- Medication(s) have been obtained in a manner consistent with applicable laws and regulations
- Company Drivers and Company personnel have notified GYSBI that they will be in possession of, or using, potentially impairing medication(s).

- GYSBI's Medical Attendants or contracted health professional has assessed the capability or fitness of:
 - Company personnel to perform safety sensitive duties.
 - Company Drivers to perform regular transportation duties.

Position Categories and Testing Requirements

Position Categories

Company personnel providing services on Customer premises shall be assigned to one of the categories below.

Safety Sensitive (SS): Any position with principal job responsibilities such that a lapse by an individual in that position could increase the probability of serious injury, significant environmental or community impacts, or significant damage to customer assets.

Roles submitted for D&A Audit (Safety Sensitive):

- Crane Operator
- Forklift Truck Operator
- Forklift Operator
- Truck Driver
- All Rolling Stock Operators and Drivers
 - Container Reach Stacker Operator
 - Electric Reach Truck Operators
 - Manlifts Operators

Low Exposure (LE): Any position not included in the definition of Safety Sensitive is defined as Low Exposure.

Testing Requirements

GYSBI will conduct drug and alcohol testing per the test types below:

Position Category	Test Types
Safety Sensitive	Pre-enrollment Individual Random Individual Reasonable Suspicion Post Incident Group Random* Group Suspicion-based*
Low Exposure	Individual Random** Individual Reasonable Suspicion Post Incident Group Suspicion-based*

*Can be initiated by GYSBI or the Customer

**Specific to Company Drivers

Pre-enrolment Testing

Company Drivers and Safety Sensitive personnel must be admitted to the respective Random Pools prior to commencing services.

A pre-enrolment test is required for entry into the Random Pool unless a negative result was obtained from any category of test (e.g., pre-employment, random, post incident, individual reasonable suspicion, group suspicion-based, group random, etc.) using a drug test panel that meets or exceeds the requirements of this policy within the previous 6 months.

Individual Random Testing

Safety Sensitive Positions

GYSBI's random testing program applicable to Safety Sensitive positions will include the following features:

- A means of generating random selections using a scientifically valid method (e.g., random number table or computer-based random number generator) matched to a unique personal identifier. The random selection process will preclude company from preselecting company personnel for testing.
- A random testing rate of at least 50% of the total random pool per calendar year.
- Company personnel, who have not been tested to the required drug test panel for any test reason in a two-calendar year period, must be selected for an unannounced test before the end of the second calendar year.
- Selection is the process of randomly choosing individuals from the Random Pool. There must be a minimum of 4 selections per year. Quarterly selections must be reasonably spread throughout the year.
- All Safety Sensitive personnel must have an equal chance of being selected in each random selection period. All safety sensitive personnel will participate in each random selection period, even if the safety sensitive personnel were selected for testing in a prior period.
- If company personnel are not in the random pool when a random selection is made, they must complete another pre-enrolment test before being re-admitted to the random pool.
- Testing is the process of collecting an alcohol and drug testing specimen from an individual. Testing must be evenly dispersed throughout the year and must not be predictable.
- Specimen collection must occur within 2 hours of notification to the personnel of the need to be tested. Personnel must proceed to testing

immediately after being notified of a test requirement. The reason for any delay must be documented.

- If the person who normally announces tests is a member of the Random Pool, they must have no advance notice of their own test.

Company Drivers

GYSBI's random testing program applicable to all company appointed Drivers will include the following features:

- Company Drives will be randomly selected and tested per pre-determined schedule per rolling calendar year.
- The random selection process applied must ensure that all Company Drivers have an equal chance of being selected. However, the same Drivers should not be selected consecutively.
- Specimen collection must occur within 2 hours of notification to the Company Driver of the need to be tested.
- The Company Driver must proceed to testing immediately after being notified of a test requirement. The reason for any delay must be documented.

Individual Reasonable Suspicion Testing

Individual reasonable suspicion testing is conducted when there is suspicion of specific company personnel being under the influence.

- GYSBI will immediately “stand down” the personnel.
- Alcohol and drug testing specimen collection must be completed as soon as possible after the decision to test. If specimen collection is not completed within 2 hours, the reason for delay must be documented. Customers may request to review reasons for delay and decide if they are acceptable.

Post Incident Testing

Retaliation against company personnel who report accidents is strictly forbidden.

Any drug and alcohol testing under this section will be applied in a neutral fashion, to foster a safe work environment, and only to identify drug/alcohol use in the recent past. Testing under this section will not be undertaken to retaliate against company personnel for reporting workplace incidents/injuries.

Immediately following an incident or as soon as possible; GYSBI should communicate with the Customer and receive confirmation that post-incident drug and/or alcohol testing will be required.

- If the performance of company personnel contributed to an incident or cannot be completely discounted as contributing factor to the incident, company will immediately “stand down” personnel.
- Alcohol and drug testing specimen collection must be completed as soon as possible after the decision to test. If specimen collection is not completed within 2 hours, the reason for delay must be documented. Customers may request to review reasons for delay and decide if they are acceptable.
- For purposes of this part, “incident” includes, but is not limited to an actual event that caused, or had potential to cause, significant safety, environmental, or property damage incidents such as:
 - Medical treatment beyond first aid, or
 - Reportable environmental release, or
 - Disabling damage to a vehicle, or
 - Significant property damage.

Note: Customer may define more stringent criteria.

Group Random Testing

Safety sensitive personnel on GYSBI and/or Customer premises are subject to unannounced random selection for testing by group (e.g., skill/trade, location, vehicle/vessel, or shift) for drugs and alcohol.

GYSBI will maintain and generate group random selections using a scientifically valid method (e.g., random number table or computer-based random number generator) matched to a unique group identifier. Appropriate safeguards must be used to ensure that the identity of a safety sensitive group which could be selected cannot be determined until after the safety sensitive group is selected.

Each safety sensitive group must participate in each group random selection, even if the safety sensitive group has been previously randomly selected for testing.

Company personnel selected for group random testing can be counted towards the 50% annual random testing rate for safety sensitive personnel.

Group Suspicion-based Testing

Group suspicion-based testing of safety sensitive and low exposure personnel may be required without notice on GYSBI's and/or Customer premises, based on evidence of prohibited substances or contraband on GYSBI and/or Customer premises that cannot be identified to a specific individual. Group suspicion-based testing must be limited to the likely affected work group or work area.

- GYSBI will immediately "stand-down" the personnel
- Alcohol and drug testing specimen collection must be completed as soon as possible after the decision to test. If specimen collection is not completed within 2 hours, the reason for delay must be documented. Customers may request to review reasons for delay and decide if they are acceptable.

Testing of Government Regulated Positions

- Company personnel in positions for which alcohol and/or drug testing is required by regulation will at a minimum be tested according to all aspects of the regulation.
- In addition to government required testing, Customers may require GYSBI to perform additional testing in accordance with customer's testing requirements.

Testing Protocol

Drug Testing/ Specimen Collection / Security

- GYSBI or its agents will follow either US DOT procedures for drug specimen collection or those in the Addendum.
Details of Collection Kits are described in the Addendum.
- GYSBI will ensure that all drug test specimens requiring laboratory analysis are stored in a secured location, with at least one physical control point restricting no collector access, from the time of collection to the time of pick-up for laboratory shipment.
- Acceptable drug testing methods and Specimen Validity Testing (SVT) requirements are found in the Addendum.

Drug Testing using Field Screening Device (FSD)

- GYSBI may use a customer approved FSD which follows the customers drug test panel, where allowed to be used by local law, as identified in the Addendum.
- All nonnegative FSD results must be sent to a certified laboratory for confirmation testing.
- Quality Control Checks – When a FSD is used, company will send 10% FSD specimen, whether negative or non-negative, to the laboratory to confirm FSD accuracy and collector visual reading of results.

Custody and Control Form (CCF)

- A CCF is required for every drug test.
- Alcohol screening test results will be documented on either a CCF or an alcohol testing form. A CCF is required for every blood alcohol confirmation test. For confirmation alcohol tests using a breath alcohol device, result and zero blank printouts must be attached to the CCF or attached to the alcohol testing form.
- GYSBI or its agents will follow the CCF required elements in the Addendum; however, the DOT CCF must only be used for DOT-required test.

Laboratory Certification / Accreditation

- Drug testing must be done at a laboratory certified and/or accredited by a recognized international, national, or regional organization that addresses workplace drug testing to a forensic standard.
- Recognized standards are listed in the Addendum.

Alcohol and Drug Test Panel and Cut-offs:

- GYSBI's alcohol and drug program specifies substances and screening and confirmation cut-off levels that comply, at a minimum, with the drug test panel provided in the Addendum.
- GYSBI will include the full alcohol and drug test panel in all test types, except for government regulated testing requirements.

Alcohol Testing and Specimen Security

- GYSBI or its agents will follow either US DOT procedures for alcohol testing or the process included in the Addendum.
- An alcohol test is to be done any time a drug test is done.
- GYSBI will ensure that all alcohol test specimens requiring laboratory analysis are stored in a secured location, with at least one physical control point restricting no collector access, from the time of collection to the time of pick-up for laboratory shipment.

- GYSBI will use only the test matrices (breath, urine, oral fluid, etc.) specified in the Addendum.

Drug Test Review Process by MRO

GYSBI or their agents must as a minimum use this process for review of relevant drug tests results by an MRO.

MRO review is required for:

- All non-negative laboratory results, including
- Laboratory positive results for drug(s)/drug metabolite(s)
- Adulterated or substituted specimen
- Laboratory invalid result
- Alleged inability to provide a specimen

MRO review is not required for:

- Laboratory negative drug test results
- Laboratory negative dilute results
- Specimens rejected for testing
- Fatal flaw
- Alcohol test results

MRO Qualifications

An MRO must:

- Be a physician with a license and/or certification to practice medicine, prescribe medications, and diagnose and treat medical conditions.
- Have a working knowledge of workplace drug testing, drug pharmacology and pharmacokinetics.
- Have participated in a formal educational program pertinent to workplace drug testing.

Non-Compliance

Company personnel will be found to be in non-compliance if they:

- Violate any portion of this policy or the customer's policy, or
- Refuse to cooperate with the searches and tests included in this policy or the customer's policy.

Company Personnel disqualified from Performing Services for Customers

With respect to company personnel that are disqualified from performing services for customers:

- GYSBI shall immediately remove the individual from customer property.
- GYSBI shall immediately notify the customer that the individual is disqualified from performing services.
- GYSBI will not assign or reassign the disqualified individual to perform services for the customer or in any other facility of the customer in the future.
- GYSBI will immediately review with customer the nature of the work previously performed by the individual.
- At customer's request, GYSBI shall, at its sole cost and risk, inspect all work in which the individual may have participated and submit a written report to the customer that documents the inspection and any findings and the actions taken to assure all deficiencies have been corrected.

Return to Services

Note: Customer may define more stringent criteria in writing.

- Alcohol Testing
 - Following alcohol testing for any test type, company personnel shall immediately "stand-down" if alcohol screening test result is at or over the screening cut-off level, as defined by the test panel in this policy.

- If confirmation test is negative company personnel must not return to services until 8 hours have elapsed.
- Individual Reasonable Suspicion and Post Incident Testing - Customer in its sole discretion will consider company request for company personnel to return to services only after negative alcohol and drug test results have been documented.
- Group Suspicion-based Testing – Customer in its sole discretion may consider company personnel to return to low exposure services while awaiting alcohol and drug test results. Customer in its sole discretion will consider GYSBI's request for company personnel to return to Safety Sensitive services only after negative alcohol and negative drug test results have been confirmed by GYSBI management and communicated to Customer.
- Fitness for Work – After a fitness for work concern is identified, and before GYSBI can return personnel to services, GYSBI's health professional must evaluate company personnel, clear them to return to work, define restrictions if applicable, and document the conclusion. A fitness for work concern may be identified from such events as:
 - MRO review of a laboratory positive test result may lead to a MRO negative determination, but the MRO may identify a fitness for work concern.
 - A required medication disclosure by those in safety sensitive positions or the admission of possession or use of a potentially impairing substance by those in low exposure positions.

Substance Abuse Awareness

GYSBI warrants that company personnel performing work have each been fully informed of the requirements of this policy and Customer's policy. Before beginning work on GYSBI or Customer property, all company personnel will sign a

written acknowledgment that they have been so informed and agree to be bound by the requirements.

Applicable Laws

Local laws and regulations take precedence over this Policy. Local laws and regulations may require a more stringent or less stringent approach and may limit certain components of this Policy.

Supervisor Training

GYSBI shall provide training/education to company supervisors. The list, at a minimum, should consist of:

- Recognition of performance indicators of probable drug and/or alcohol use
- Effects and consequences of drug and/or alcohol use to personal health, safety, and the workplace
- Random testing notification process
- Post-incident testing process
- Stand-down process
- Disqualified individual processes, which includes flagging those individuals to ensure they won't be sent back to work for a customer.

Records of trained individuals (including name and date) must be maintained by GYSBI and available to customers upon request.

Audit

- GYSBI shall keep records required by this policy available for inspection by Customers and its authorized agents, assigns, and representatives.
- GYSBI will retain documents that support compliance with customer requirements for current calendar year plus the previous three calendar years. Company will ensure that its subcontractors comply with the

requirements of customers and provide documentation that support compliance when required.

- Such records to be retained are detailed in Addendum.
- At their discretion, customers (or its authorized agents, assigns, and representatives) may perform unannounced audits of GYSBI's alcohol and drug program to verify that the company's policy and its enforcement comply with their guidelines.

Supervisor Training

Managers and supervisors must be adequately trained in the topics listed below to ensure they effectively communicate and implement the Drug, Alcohol and Contraband Program.

- Requirements contained in the Program,
- Procedures for implementing the Program,
- Random testing notification,
- Post incident testing,
- Reasonable suspicion that an employee is under the influence of drugs or alcohol,
- Stand down and disqualified personnel requirements.

Training on the recognition of performance indicators of probable drug and/or alcohol use and on its effects and consequences to personal health, safety and the workplace shall be included.

Employee Education

To communicate the Drug and Alcohol Testing program to Employees a list of education topics might be, but not limited to:

- Requirements contained within this Drug, Alcohol and Contraband Program,

- Types and effects of drugs, including prescription and over-the-counter medication, and alcohol on employees and the ability to perform their work safely,
- Ways to assess whether employees may have drug and alcohol dependency problems or may be under the influence of drugs or alcohol,
- Requirement for company personnel to notify GYSBI that they will be in possession of, or using, potentially impairing medication(s).
- Disciplinary actions for employees failing to comply with the Drug, Alcohol and Contraband Program.

Addendum

This Addendum supplements the Drug, Alcohol and Contraband Policy.

1. Definitions used in this Addendum.

- a. Alcohol Test Results - Alcohol test results shall be reported as Blood-Alcohol Content (BAC) or its equivalent. All references in this addendum to blood Alcohol test results are expressed on this basis.
- b. Alcohol Testing Technician - An Alcohol Testing Technician is a person who is responsible for performing an Alcohol screening and/or confirmation test using the approved alcohol test methods.
- c. Direct Observation - a urine collection during which the monitor directly observes the donor urinate into the collection container.
- d. First Aid - Link to the full list of First Aid treatments as defined by U.S. OSHA - https://www.osha.gov/recordkeeping/firstaid_list.pdf.
- e. Limit of Detection (LOD) - The lowest concentration at which an analyte (e.g., a drug/metabolite or adulterant) can be definitively identified, but the concentration cannot be accurately calculated (for quantitative assays).
- f. Monitored Collection - a urine collection during which monitor must be in visual contact with donor as permitted by local culture and

regulations but does not watch urine go from donor body into the collection container. Monitor must:

- i. Be the same gender (unless monitor is medical professional).
- ii. Remains just outside the toilet enclosure, but the toilet enclosure must remain ajar for the monitor to maintain visual contact with donor.
- iii. Listens for sounds indicating the specimen is directly from donor.
- iv. Listens for any sounds indicating an attempt to tamper with the specimen.

2. Position Categories and Testing Requirements

Guidance on Safety Sensitive Categorization

Safety Sensitive positions include as a minimum:

- i. Positions which require the exercise of independent action and can result in direct and immediate irreversible effects. That is:
 - 1) An individual's action is taken independently and not subject to review, modification, or control by another person, a supervisor, or a system, and/or
 - 2) An individual's action is not subjected to checks and balances which could or would override or change the individual's action, and/or
 - 3) There is little if any time- delay between an individual's action and the resulting effect such that others cannot reasonably intervene to override or change the action.

OR

- ii. An activity recognized in the industry for incidents and near misses with potential for fatality or serious injury, or event that could substantially and adversely impact on the environment, Company and/or Customer assets, or the community.

3. Testing of Government Regulated Positions

Some countries may require government regulatory testing:

United States

In addition to government required testing (DOT), Company Personnel working U.S. government regulated positions and also classified as Safety Sensitive, as defined by Customers, will be Alcohol and Drug tested for all test types and to the test panel as defined in the Policy and Addendum.

Other Countries

Company Personnel in government regulated positions, as required by local laws, and in Safety Sensitive positions only have to comply with the random testing program defined by the regulations and are not required to comply with the Customer random testing program. However, if the regulatory testing program does not include a random testing component, the Company will comply with the Customers random testing program for their Personnel also in SS positions, as allowed by local laws.

4. Alcohol Testing and Specimen Security

a. Approved Alcohol Test Methods

Alcohol Screening Test shall be performed by either breath or oral fluid.

Alcohol Confirmation Test shall be performed by either breath (EBT) or blood.

b. Specifications for Alcohol Testing Devices

Alcohol Screening Test Devices must be:

- 1) Listed on the U.S. National Highway Traffic Safety Administration Conforming Products List of Alcohol screening devices (ASD), or
- 2) Certified by the U.S. Food and Drug Administration with a minimum cut-off of 0.020 g/dL or
- 3) European CE marked, with a minimum cut-off of 0.020 g/dL or

4) Any device that is approved for confirmation breath testing can be used for screening breath testing.

c. *Alcohol Confirmation Breath Testing Device:*

Must be approved by:

- i. Listed on U.S. National Highway Traffic Safety Administration Conforming Products List for Evidential Breath Testing Devices; or
- ii. European Norm EN 15964; or
- iii. UK Home Office for Breath Alcohol Screening Devices; or
- iv. Canadian Alcohol Test Committee Approved Screening Devices.
 - a. Must provide a printed test result.
 - b. Must assign a unique number to each test.
 - c. Must print the instrument name, the serial number, and time of the test on the printout.
 - d. Must perform and pass a blank test prior to all subject tests.

d. *Alcohol Testing Technicians*

Only an Alcohol Testing Technician or Collector that meets the requirements of this section can perform Alcohol testing.

An Alcohol Testing Technician or Collector is not required to be a medical professional unless required by local law.

An Alcohol Testing Technician or Collector must be trained according to manufacturer's instruction on any devices used.

An Alcohol Testing Technician or Collector must maintain documentation of training and demonstrated competency.

For confirmation Alcohol blood collections, a Collector must be a trained phlebotomist or healthcare professional and trained in the completion of a CCF.

e. *Alcohol Procedures*

An Alcohol Testing Technician or Collector must:

- i. If saliva testing is used, allow the Company personnel to select one (1) of three (3) saliva test screening devices.
- ii. If breath disposable screening device is used, allow the Company personnel to select one (1) of three (3) breath test screening devices.
- iii. If breath testing instrument (EBT) is used, allow Company personnel to select one (1) of three (3) mouth pieces.
- iv. Document all tests on CCF or Alcohol testing form.
- v. Sign the test result.
- vi. Have the Company personnel sign the test result.
- vii. Provide a copy to the Company personnel.
- viii. Provide a copy to GYSBI.
- ix. For breath alcohol testing devices, conduct and document accuracy check at least once per calendar month.
- x. Visually examine the device before conducting the test.
- xi. Perform the Screening Test according to manufacturer instructions.
- xii. If the Screening Test result is negative < 0.02 g/dL (0.02%) by breath or oral fluid, document the result on either an Alcohol testing form or a CCF and conclude testing.
- xiii. If the Screening Test is >0.02 g/dL (0.02%) by breath or oral fluid, a Confirmation Test is required.
- xiv. Wait 15 minutes but no longer than 30 minutes before conducting the Confirmation Test, not allowing the Company personnel to eat, drink, smoke, chew, or put anything in his/her mouth. If the time between the Screening and Confirmation Test is greater than 30 minutes, document the reason for the delay.
- xv. If the Alcohol Confirmation Test is by breath, perform the Confirmation Test according to manufacturer instructions.
 - 1) If the Confirmation Test result is Negative (i.e., < 0.02 g/dL (0.02%) in breath (or equivalent)), attach the printed results to either the Alcohol testing form or a drug test CCF and conclude testing.

- 2) If the Confirmation Test result is >0.02 g/dL (0.02% in breath (or equivalent)), attach the printed results to either the Alcohol testing form or a drug test CCF and immediately inform the Company site supervisor.
- xvi. If the Confirmation Test is by conducted using a blood specimen:
- 1) Use a Blood Collection Tube for a specimen container.
 - 2) Clean skin with non-Alcohol disinfectant.
 - 3) Draw blood with a clean (Alcohol-free) needle or syringe.
 - 4) Add sample to blood tube via needle. Do not remove stoppers.
 - 5) Slowly invert the tubes completely at least five times to ensure proper mixing of the anticoagulants. Do not shake vigorously.
 - 6) Complete a CCF for the blood specimen. Prepare the specimen for shipment to the laboratory, noting site where blood was drawn and time and date of collection.
 - 7) Prepare the specimen for shipment to the laboratory and distribute the documentation.
 - 8) Vials must be sealed with tamper evident labels. If the CCF does not have an integrated specimen seal (i.e., tamper-evident tape) printed with the same unique specimen identifier on the form and seal, a separate secure seal for each specimen container that is capable of uniquely identifying and linking the specimen with the form must be used. (See CCF Elements).
 - 9) Packaging materials that satisfy current applicable courier and customs regulations.

f. Company Notification

The Alcohol Testing Technician or Collector must notify the DER or Company site supervisor when there is:

- i. Positive Alcohol screen and/or Confirmation Test result.
- ii. Refusal to test.
- iii. Uncooperative or belligerent behaviour by Company personnel.

- iv. Failure to complete the collection process.
- v. Company personnel who admit to Alcohol abuse.
- vi. Unusual circumstance.

5. Approved Alcohol and Drug Test Matrices (*not applicable for government regulated testing*)

Test Matrix	Screening Test	Confirmation Test
	Alcohol	
Blood	Not Approved	Approved
Breath	Approved	Approved (EBT)
Oral Fluid	Approved	Not approved
Urine	Not approved	Not approved
	Drug	
Blood	Not Approved	Not Approved
Hair	Not Approved	Not Approved
Oral Fluid	Not Approved	Not Approved
Urine	Approved	Approved

6. Drug Specimen Collection / Security

a. Collectors

Collectors must meet the requirements of this section. A Collector is not required to be a medical professional unless required by local law. A Collector must be trained in all steps necessary to complete a collection correctly and the proper completion and transmission of the CCF, including:

- i. The steps to complete the CCF.
- ii. Collection procedure and urine collection kit.
- iii. Instructions for unusual collections (e.g., shy bladder).

- iv. Collection site preparation.
- v. Company personnel Identification.
- vi. Fatal Flaw.
- vii. Company personnel Privacy.
- viii. Reading of FSD test results.
- ix. Colour blindness test (for colorimetric field testing).
- x. Specimen handling and storage.
- xi. Packaging of specimens to be shipped to the laboratory.
- xii. Manufacturer instructions for FSD

A Collector must maintain documentation of training and demonstrated competency.

b. Collection Site

For urine collections, the collection site should be a private area with toilet facilities. In the event a private facility is not available, the Collector should perform the urine collection in the area that will provide the Company personnel as much privacy as practicable. The toilet facilities shall be free of all possible additives and adulterants (e.g., running water, soap, and cleaning agents).

c. Collection Kits for Laboratory Testing

- i. Blood Alcohol collection kit.
 - 1) A gray top blood collection tube containing Sodium Fluoride preservative and anticoagulant (e.g., 10ml tube containing 25mg sodium fluoride and 20mg potassium oxalate).
 - 2) Single-use needle or butterfly.
- ii. Urine drug collection kit.
 - 1) Collection cup for laboratory-based testing with integral temperature measurement or POCT device with integral temperature and validity measurements (pH, oxidants, and creatinine).
 - 2) Specimen container (if collection cup is not designed to be used for specimen transport).

d. Collection Procedure

A Collector must:

- i. Conduct only one Company personnel collection at one time and complete the collection before beginning another collection. For FSD testing, complete the entire collection process from test collection through interpreting and recording the results before beginning a collection of another Company personnel.
- ii. Conduct the Alcohol testing before collecting the specimen for drug testing.
- iii. Verify the Company personnel's identity by viewing original photo identification (i.e., government or Company-issued photo identification). If photo identification is not available, the Company's policy pertaining to additional methods of verifying Company personnel identity applies. If the Company personnel cannot be positively identified, stop the collection process and notify the DCR.
- iv. Briefly explain the collection process to the Company personnel, including the collection steps, the tamper-evident seal application, the certification procedure, and, for FSD testing, the requirement for laboratory confirmation for non-Negative specimens.
- v. Allow the Company personnel to select one from at least three collection kits.
- vi. Follow the specific device, laboratory, or Company instructions for the collection, including completion of the CCF.
- vii. Ensure that sufficient quantity of specimen has been collected to allow re-analysis. Mitigate any opportunity to substitute, dilute or adulterate the specimen.
- viii. For FSD testing, record the result on the CCF, and in event of a non-Negative result, immediately notify the site supervisor.

- ix. For Direct Observation Urine Collections, if allowed by local law and custom, collect a second specimen (using a new CCF), and send both specimens to the laboratory, when:
- 1) The urine specimen temperature is out of range.
 - 2) The urine specimen validity measures are outside the normal range (e.g., oxidants, creatinine, pH).
 - 3) The physical appearance of the specimen indicates possible tampering (e.g., unusual color or odor.)
 - 4) The Collector observes suspicious behavior by Company personnel.
 - 5) Direct Observation Urine Collections will be conducted when directed by the DCR or the MRO.
 - 6) If Direct Observation Urine Collections are not allowed by local law or custom, conduct a Monitored collection.

The monitor does not watch the Company personnel urinate into the collection container. If the monitor hears sounds or makes other observations indicating an attempt to tamper with a specimen, this should be considered a refusal to test and observations and collection complete notes should be included in the remarks section of the CCF.

- x. If the CCF does not have an integrated specimen seal (i.e., tamper-evident tape) printed with the same unique specimen identifier on the form and seal, a separate secure seal for each specimen container that is capable of uniquely identifying and linking the specimen with the form. (See CCF Elements).
- xi. After collection, prepare the specimen for shipment to the laboratory using packaging materials that satisfy current applicable courier and customs regulations, except for FSD specimens that are Negative, and distribute the documentation.

e. *Company Notification*

The Collector must notify the DCR or Company site supervisor when there is:

- i. Non-Negative FSD result.
- ii. Refusal to test.
- iii. Uncooperative or belligerent behaviour by Company personnel.
- iv. Failure to complete the collection process.
- v. Company personnel who admits to drug use.
- vi. Unusual circumstance.

7. Custody and Control Form (CCF)

a. Required Elements for CCF

Secure seal for each specimen container, with the same specimen identifier as the CCF. The unique identification number should preferably be in both human readable and barcode format on both the CCF and seal.

- i. Identification of the Company personnel (by name or code).
- ii. Confirm identity of Company personnel.
- iii. Confirmation of specimen integrity (will vary according to the type of specimen being collected).
- iv. Medication will be listed on the CCF in the remarks section only if required by local law.
- v. Date and time of specimen collection.
- vi. Signature of specimen Collector.
- vii. Name of testing laboratory.
- viii. Names and signatures of all Company personnel who had custody of the specimen during the collection process.
- ix. Name and contact information of the MRO.
- x. If an Alcohol screening or Confirmation Test is performed with a drug test, the Alcohol result may be documented on the CCF. One option is to record the Alcohol results on the drug CCF with an indication of device manufacturer / model type and lot number used.
- xi. FSD results, if applicable, must be recorded on the CCF as either Negative or non-Negative with identification of the device and lot number used.

- xii. CCF should be labelled "Private" if required by local law.
- xiii. Paper CCF must be at least 4-part carbonless form, with one copy for each of:
 - 1) Collector
 - 2) Donor
 - 3) Lab
 - 4) MRO

8. Laboratory Certification / Accreditation

Regional Laboratory Requirements

1. *North America*: A laboratory must be accredited to either: College of American Pathologists Forensic Drug Testing (CAP-FDT) (all specimen types) or National Laboratory Certification Program (NLCP) (for urine testing laboratories).
2. *Australia / New Zealand*: A laboratory must be accredited to AS/NZS 4308.

9. Drug Testing Requirements

Screening Test must be performed using an appropriate and validated technique. Positive Screening Test must be confirmed using a laboratory chromatographic technique in combination with mass spectrometry.

a. Regional Drug Testing Requirements

United States: FDA 510(k) clearance of device required for the testing of specimens.

European Union: CE-marked assays and/or devices are required for the testing of specimens.

- b. Drug testing must be done at a laboratory that is certified and/or accredited by a recognized international, national or regional organization that addresses workplace drug testing to a forensic standard. Recognized standards include current versions of:

1. AS/NZS 4308 (Urine).

2. U.S. SAMHSA current Guidelines for federal workplace testing (Urine and oral fluid).
3. College of American Pathologists, Forensic Drug Testing Accreditation (CAP-FDT).
4. Accredited to the ISO/IEC 17025 standard by a forensic organization such as FQS Forensic Quality Services - International (FQS-I), or UKAS (United Kingdom Accreditation Service).
5. Accredited to the ISO/IEC 17025 or ISO 15189 standard and maintains in possession a certified letter from the laboratory director stating that it meets and will maintain compliance with the following criteria:
 - i. Two independent analytic methods are used for determining a Positive result:
 - A screening process, usually an Immunoassay screen, on one portion of the original specimen; and
 - A confirmatory test, usually Gas or Liquid Chromatography in combination with Mass Spectrometry on a different portion of the original specimen.
 - ii. Specimen validity testing is performed that is appropriate to the specific specimen tested, including reliably identifying specimens that are adulterated or substituted.
 - iii. Chain of custody procedures (including both specimens and aliquots) are utilized throughout laboratory.
 - iv. The testing methodology reliably discriminates between specimens that contain drug(s) at or above the specified cut-off levels of the required drug test panel and those that do not.
 - v. Quality control procedures, include:
 - Internal open/blind controls.
 - External open proficiency testing (PT) program.
 - External blind proficiency testing program.

- vi. Personnel qualifications are documented, and competency assessment is performed annually.
- vii. Laboratory safety procedures are implemented to protect the health and safety of laboratory personnel and visitors.
- viii. Quality improvement and quality management are an integral part of laboratory operations.
- ix. Document control procedures are implemented.
- x. Records and specimen management procedures are implemented.
- xi. Method validation and verification is performed, and records maintained.
- xii. Internal and external facility and on-site inspections/audit occur at least once every two years and records are available for review.
- xiii. Security of specimen, records, and testing area/facility is maintained.

10. Specimen Validity Testing (SVT)

- a. Urine - The following validity tests must be performed and reported on every urine specimen:
 - i. pH.
 - ii. Oxidizing Adulterants (e.g., nitrites, chromium VI).
 - iii. Creatinine.
 - iv. Specific gravity when the creatinine is <20 mg/dL or 2.0 mmol/L (depending on the standard the chosen laboratory uses).

In order to report a urine specimen as dilute, invalid, adulterated, substituted or as having failed specimen integrity, confirmatory testing on a second aliquot must be performed utilizing a well-recognized technology as indicated below:

- 1) pH – pH meter.

- 2) Oxidizing Adulterant – ion-chromatography or ICP-MS (as applicable).
 - 3) Creatinine – colorimetric/spectrophotometry • Specific gravity:
 - Dilute – 3-place (preferably, 4-place, with printout) digital refractometer.
 - Substituted – 4-place digital refractometer with printout.
 - Invalid – spectrophotometry.
- b. Blood Testing (for Alcohol confirmation) - Laboratories will test blood specimens for ethanol (Alcohol) using a validated gas chromatographic confirmation method with a cut-off of 0.020 g/dL or lower.

11. Drug Testing using Field Screening Device (FSD)

FSD is also referred to as Point of Collection Testing device or POCT.

Where allowed to be used by local law, Company may choose to use a customer approved Quest Diagnostics' Drug "Express Results Integrated Multi-Drug Screen Cup" for all test types (i.e., Pre-enrolment, Random, Reasonable Suspicion, Post Incident, Group Suspicion-based test.).

Non-Negative results must be forwarded immediately to a laboratory meeting the qualifications stated in this exhibit for confirmation of the FSD result.

Company must send 10% of FSD specimen, whether Negative or non-Negative, to the laboratory to confirm FSD accuracy and Collector visual reading of results.

The approved FSD may be purchased from Quest Diagnostics at Customer (ExxonMobil) contracted rates. Company may contact the Customer (ExxonMobil) Account Representative at Quest to order FSD at:

Phone number: +1-610-454-4750

U.S. Toll free phone number: 855-470-4677

E-mail address: ExxonMobilSetUp@questdiagnostics.com

Website: www.employer-solutions-resources.com/exxon

12. Alcohol and Drug Test Panel and cut-offs

	SCREENING CUT-OFF (ng/mL)	CONFIRMATION CUT-OFF (ng/mL)	COMMENTS
ALCOHOL	0.02	0.04	Blood-alcohol content (BAC) or its equivalent
DRUG CLASS ANALYTES	SCREENING CUT-OFF (ng/mL)	CONFIRMATION CUT-OFF (ng/mL)	COMMENTS
AMPHETAMINES	500		
AMPHETAMINE		250	
METHAMPHETAMINE		250	
MDMA		250	
MDA		250	
BARBITURATES	300		
AMOBARBITAL		200	
BUTALBITAL		200	
PENTOBARBITAL		200	
PHENOBARBITAL		200	
SECOBARBITAL		200	
BENZODIAZEPINES	300		
ALPRAZOLAM METABOLITES		100	Required for all regions
NORDIAZEPAM		100	Required for all regions
OXAZEPAM		100	Required for all regions
TEMAZEPAM		100	Required for all regions
FLURAZEPAM METABOLITES		100	Required for North America, Outside North America test if recommended by testing laboratory in the region/country
LORAZEPAM		100	Required for North America, Outside North America test if recommended by testing laboratory in the region/country
TRIAZOLAM METABOLITES		100	Required for North America, Outside North America test if recommended by testing laboratory in the region/country
COCAINE METABOLITES	150		
BENZOYLECGONINE		100	
MARIJUANA METABOLITES	20		
THCA (11-NOR DELTA-9 THCA)		10	

METHADONE	300	200	
OPIATES	300		
MORPHINE		100	
CODEINE		100	
HYDROMORPHONE		100	
HYDROCODONE		100	
6-ACETYLMORPHINE (6-AM)	10	10	For laboratory-based testing only use screening cut-off for 6-AM. For FSD testing only test for 6-AM when Morphine confirmed at 100
OXYCODONES	100		
OXYMORPHONE		100	
OXYCODONE		100	

13. Drug Test Review Process by MRO

a. Review Process

For Non-Negative results, the process must include:

- i. Authenticating the identity of Company personnel.
- ii. Reviewing the external chain of custody for Fatal Flaw.
- iii. Reviewing the confirmed laboratory test result.
- iv. The opportunity for Company personnel to speak to the MRO.
- v. The opportunity when deemed appropriate by the MRO for the Company personnel to request re-analysis of the original specimen.

If, after five calendar days after receipt of the laboratory report, no contact with the Company personnel has been made, the MRO will report the result to the DCR. MRO staff members or assistants who are not physicians may assist the MRO Review process.

b. MRO Review

MRO actions based on review of non-negative confirmed laboratory results are as follows:

- i. For a Fatal Flaw, cancel the test and inform the DCR to order a new collection.
- ii. For a confirmed laboratory Positive result, for an over-the-counter medication, verify the result as Positive unless the Company personnel presents a legitimate medical explanation for the presence of the drug/metabolite in his/her specimen. (See Exhibit Section 7 - Medication Disclosure).
- iii. For a confirmed laboratory Positive result for a Prescription Drug, verify the result as MRO Positive unless Company personnel presents a legitimate prescription for the presence of the drug/metabolite in the specimen.
- iv. If during the MRO Review process, concerns about fitness for duty are found, from either medical condition or use of potentially impairing medications, inform the DCR to order a medical examination and a have fitness for duty assessment performed. Company personnel must Stand Down from Covered Services pending resolution of MRO Fitness for Duty concern.
- v. For a confirmed laboratory Positive result of marijuana, for an alleged medical marijuana use or exposure (e.g., second-hand / passive inhalation), but not due to a legitimate prescription (e.g., Marino, Dronabinol, Sativex), verify the result as Positive but offer to report the alleged legitimate use of marijuana to the DCR.
- vi. For a confirmed laboratory adulterated or substituted result, verify the result as a refusal to test because of adulteration or substitution unless Company personnel present a legitimate explanation for the presence of the adulterant or substitution in his/her specimen.
- vii. For a confirmed laboratory adulterated or substituted result, cancel the test if the Company personnel presents a legitimate explanation for the presence of the adulterant in his/her specimen. If allowed under local law and custom, inform the DCR to order a new collection under Direct Observation or Closely Monitored.

- viii. For a laboratory invalid result, cancel the test. If allowed under local law and custom, inform the DCR to order a new collection under Direct Observation or Closely Monitored.
- ix. If a valid urine specimen cannot be produced due to legitimate medical reasons determined by a specialist (see 1. below), inform the DCR to order a new drug test using an alternative specimen type, if allowed by Buyer's approved alcohol and drug test matrices in section above. In the absence of a legitimate medical reason, record the result as Refusal to Test.
- x. If Company personnel request re-analysis of the specimen, the MRO will arrange for re-analysis at Limit of Detection (LOD) at a laboratory in compliance with this Guideline. If there is insufficient specimen for re-analysis, contact the DCR for instruction.

MRO actions for an alleged inability to provide a specimen:

- i. Confidentially inform the DCR of the alleged inability of Company personnel to provide a specimen and direct the DCR to order a specialist medical examination of the Company personnel.
- ii. All communications with the DCR must be kept confidential.

c. Review Process for Drug Tests not requiring MRO Review

The Review process for laboratory drug test results not requiring MRO review are:

- i. Review the external chain of custody for completeness.
- ii. Review laboratory result.
 - 1) For a laboratory Negative result, report as Negative, and no further action is required.
 - 2) For all laboratory Negative-dilute results, report as Negative and no further action is required.
 - 3) For specimens Rejected for Testing or Fatal Flaw, order a new collection.

14. Monitoring and Review – KPI's

Parameter	Target / Notes
Random Percentage (%) testing rate (Number of random tests performed divided by the actual number of Company personnel in the Random Pool on selection day)	Example for quarterly cumulative expectations: 1Q – 12.5% 2Q – 25% 3Q – 37.5% 4Q – 50%
Are 10% of drug Field Screening Devices being sent to laboratory for results validation?	Should be yes (for Company using FSD)
Number of Company personnel in Random Pool who have not been tested in last 2 calendar years	Should be zero
Number of the following YTD on Covered Services: <ul style="list-style-type: none"> i. Reasonable Suspicion tests ii. Post Incident tests iii. Group Suspicion-based tests iv. Contraband inspections 	Be prepared to discuss action taken following Positive tests and contraband discoveries.

Additionally, Customers may request, data for overall positivity rate and positivity rate by test type (random, post-incident, reasonable-suspicion, unannounced group) and specific drugs for testing conducted to satisfy recommendations of their guideline. This data must be provided within 15 business days from the date of the request.

6 RECORDS

The following documentation is to be retained by Company, or accessible on request by Customer and its authorized agents, assigns, and representatives.

- i. Designated Company Representative contact information.
- ii. Electronic or hard-copy record of Company supervisors' training in:
 - 1) Random testing notification,
 - 2) Post Incident testing,
 - 3) Reasonable Suspicion testing,

-
- 4) Stand Down procedures.
- iii. TPA contact information (if used)
 - iv. MRO(s) name and contact information
 - v. List of collection sites
 - vi. Records of personnel training and demonstrated competency in drug specimen collection and use of Field Screen Device (FSD) and Evidential Breathalyzer Tester (EBT). (Must be retained by the Company's Collector.)
 - vii. Laboratory contact information for all testing labs utilized, as well as laboratory certifications, and drug test panel details.
 - viii. Agreement from any service provider of drug/Alcohol testing services under this agreement that they will provide the requested data upon submission by Buyer of a list, or lists, of personnel names (or unique ID numbers if names are not allowed per country regulation), chain-of-custody ID numbers and test dates.
 - ix. Actual number of Safety Sensitive Company personnel on Covered Services on each selection day and the number of random tests and the random testing percentage rate achieved each quarter (to be available quarterly).
 - x. A list of all Company personnel in Random Pool (personnel names or unique identification numbers).
 - xi. List of all personnel names (or identification numbers (ID) if names are not allowed per country regulation) randomly selected on each random selection day.
 - xii. Records to demonstrate that all SS Company personnel in Random Pool had been tested at least once in last 2 calendar year period.
Note: If Company personnel have not been tested at least once in the 2 calendar years Company must provide reason for non-test (e.g., Disqualification, permanently reassigned off Covered Services, contract element completed, resigned, retired, etc.).
 - xiii. Dates of each of the following on Covered Services:

- 1) Reasonable Suspicion tests
 - 2) Post Incident tests
 - 3) Group Suspicion-based tests
 - 4) Contraband inspections
- xiv. Accuracy check log, calibration records, and manufacturer's certification for EBT. (Must be retained by the Company's Collector.)
- xv. Records of results of laboratory confirmation of FSD result (Positive, Negative, or invalid specimen).
- xvi. Company may request data for overall positivity rate, positivity rate by test type, and positivity rate by specific drug.
- xvii. Records to demonstrate periodic check of subcontractors to ensure their compliance with the requirements of this Exhibit.
- xviii. Records of drug and alcohol test results, by names (or unique ID's if names are not allowed per country regulation), to verify compliance for all test types.

Note: All requests for drug and alcohol testing data require the following information:

- 1) CCF (physical or electronic).
 - 2) Test results: laboratory report, EBT printout, Negative alcohol screen documentation, Drug FSD CCF, if used.
 - 3) Any associated Attachment 2 submitted to Buyer.
- xix. Written procedure for ensuring Company personnel who are disqualified from Covered Services continue to be excluded from Covered Services at any location.

REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	31 Jul 2021	-	Sean Hill	Initial release of document
2	9 Nov 2021	-	Kurt Busuttil	Addition to Safety Sensitive Positions
3	13 Jul 2022	-	Kurt Busuttil	Updated Safety Sensitive Positions List Updated Document Format
4	12 Jun 2023	Leah Milo	Andrew Dowson	Document updated to the requirements of the Control of Documented Information Procedure. Policy updated to include Company Drivers under: <ul style="list-style-type: none"> • Medication Disclosure • Position Category and Testing Requirements <ul style="list-style-type: none"> ○ Pre-enrolment ○ Individual Random Testing Rolling Stock further defined.

FITNESS TO WORK POLICY

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This policy shall be used by Human Resources Department in collaboration with the QHSSE Department

1 INTRODUCTION

The purpose of this policy is to provide a documented outline for Pre-employment Health Risk Assessments (HRA), Working HRA, Periodic Medical Examinations and Medical Visits (incident related and isolated cases) for all Guyana Shore Base Inc. (GYSBI) Personnel and Third-party, utilizing GYSBI's Medical Services.

2 RESPONSIBILITY

- It shall be the responsibility of the QHSSE Manager and Human Resources (HR) Manager to ensure the effective implementation and application of this policy.
- It shall be the responsibility of the company Medics to:
 - Ensure Pre-employment HRA, Working HRA and Periodic Medical Examinations and Assessments are recorded and carried out in a confidential and professional manner in accordance with the requirements of this policy.
 - Record all visits to the Medical Centre using the appropriate Medical Form and update all databases as required.
- It shall be the responsibility of the HR Manager to ensure that all records submitted by the company Medics are kept confidential and are appropriately managed and filed within the department.

3 REFERENCES

- QH-PO-007 [Drug, Alcohol and Contraband Policy.docx](#)
- QH-PR-013 [Medical Emergency Response Flowchart.docx](#)
- HR-EX-001 [Sickness Benefit Claim Form & Medical Certificate SB6.doc](#)
- HR-EX-004 [Employers Statement in Support of Sickness Benefit or Medical Care.pdf](#)
- HR-PR-002 [New Hire and Onboarding Procedure.docx](#)
- Volume 8 Cap. 28.04 - 36.01 National Insurance and Social Security Act

4 DEFINITION

Term	Definition
Expatriate (Expat)	Professionals working and temporarily residing outside of their native country.
Fitness to Work	The process of assuring that a person is medically fit to complete work-related tasks safely, without presenting a risk to themselves, their colleagues, the company or a third-party.
Health Surveillance	A scheme of periodic health checks which are used to identify ill health potentially caused by work.
Role specific Health Risk Assessment (HRA)	Medical evaluation carried out to identify health hazards, risks, control measures and clinical examinations required. This is often done as part of a pre-employment medical or periodic working health surveillance.
Safety Sensitive (SS)	Any position with principal job responsibilities such that a lapse by an individual in that position could increase the probability of serious injury, significant environmental or community impacts, or significant damage to customer assets.

5 PROCESS DESCRIPTION

Health Risk Assessments & Periodic Medical Examinations

- Pre-employment HRAs, Working HRAs and Periodic Medical Examinations shall be conducted at GYSBI's Medical Centre and/or the company's approved Medical Clinic.
- The company Medic shall complete all inhouse HRAs and Medical Examinations in accordance with GYSBI's DRUG, ALCOHOL AND CONTRABAND POLICY (QH-PO-007), and shall schedule all externally required Medical Examinations with the company's approved Medical Clinic.
- Pre-employment HRAs shall be conducted in accordance with HR-PR-002 NEW HIRE AND ONBOARDING PROCEDURE.
- The company Medic shall complete GYSBI's Confidential EMPLOYEE HEALTH ASSESSMENT FORM (QH-FO-104).
- All candidates/employees are required to declare the use of any/all potentially impairing medications (Prescription Drugs, Over-the-counter, or Herbal) or conditions during the HRA process; and sign and date the forms as required.
- Pre-employment HRAs for Expatriates (Expats), shall be done pre-deployment and shall be conducted by a choice registered Medical Practitioner, using GYSBI's Confidential EMPLOYEE HEALTH ASSESSMENT FORM, which shall be issued for this purpose.
- The Confidential EMPLOYEE HEALTH ASSESSMENT FORM shall be completed by the registered Medical Practitioner, signed as appropriate and submitted to GYSBI for review, prior to mobilization of the Expat to Guyana for work.
- The company Medics shall advise the HR Department regarding

candidates'/employees' specific medical condition that affects or may affect their work performance.

- No candidate (local or Expat) shall start work prior to completion of the Pre-employment HRA and Medical Examination which is required to deem them fit to satisfactorily perform their job.
- GYSBI's EMPLOYEE HEALTH ASSESSMENT TRACKER (QH-FO-091) shall be updated with necessary information from the completed HRAs and Medical Assessments.
- The company Medics shall scan and upload the completed Confidential Employee Health Assessment Forms/Working Risk Assessment Forms to the designated Medical Records folder in GYSBI's BambooHR Platform. All hard copies shall be submitted to the HR Department.
- The results of all HRAs and Medical Examinations shall be kept in the employees' personal file for further reference, under responsibility of the HR Department.
- Periodic Medical Examinations for the purposes of health surveillance, shall be provided at appropriate frequencies based upon the specific exposure(s) or risk factors identified in the HRA or as additional risk factors arise on a case-by-case basis.
- GYSBI's GENERAL WORKING RISK ASSESSMENT FORM (QH-FO-117) shall be utilized to record employee health surveillance assessments.
- In the event that an employee becomes pregnant while working at GYSBI, the PREGANANCY WORKING RISK ASSESSMENT FORM (QH-FO-115) shall be completed at appropriate intervals.
- HRAs for employees identified as epileptic shall be completed via GYSBI's SEIZURE WORKING RISK ASSESSMENT FORM (QH-FO-116) at appropriate intervals.

- GYSBI's Management may request that an employee undertake a Medical Examination at any time, should they feel that the employee is suffering an illness, condition, or injury which may impair their ability to perform the requirements of their job.
- The HR Department shall notify employees and their Managers of the need to report to the Medical Centre for the Periodic Medical Examinations.

Frequency of Tests based on HRA

POSITION	TEST REQUIRED	FREQUENCY
DRIVERS/OPERATORS	VISION, HEARING, MUSCULO-SKELETAL ASSESSMENT, CARDIAC RISK ASSESSMENT, BLOOD TESTS, URINE TESTS	24 MONTHS
SLINGER/BANKSMEN/LOAD HANDLERS/WASHBAY	MUSCULO-SKELETAL ASSESSMENT, RESPIRATORY ASSESSMENT, VISION, HEARING*	24 MONTHS
OFFICE STAFF CONTRACTED TO EXXON	VISION, MUSCULO-SKELETAL ASSESSMENT.	24 MONTHS
MAINTENANCE (inclusive of Plumbers, Electricians, Construction staff and General Labors).	MUSCULO-SKELETAL ASSESSMENT, RESPIRATORY ASSESSMENT, VISION, HEARING	24 MONTHS
EXPATS	VISION, HEARING, MUSCULO-SKELETAL ASSESSMENT, CARDIAC RISK ASSESSMENT, BLOOD TESTS, URINE TESTS	MEDICALS ARE DONE AS PART OF VISA PROCESS.

*Mandatory for all Wash Bay personnel during Pre-employment & Periodic Health Assessments.

Note: These tests may need to be repeated based on pre-existing conditions, compliance of medication and other factors.

Medical Visits (Incident related and Isolated cases)

GYSBI Employees

- All visits to the Medical Centre, incident related or isolated (walk-in) cases, shall be recorded using GYSBI's MEDICAL FORM (QH-FO-068).
- All presenting complaints and clinical assessments along with the associated date of visit shall be added to the employees' information in the EMPLOYEE HEALTH ASSESSMENT TRACKER (QH-FO-091).
- If any form of potentially impairing medication is being used by personnel, especially those in safety sensitive positions, the side effects of those Medications shall be identified and recorded by the company Medic. Subsequently, the employee's 'fitness to work' must be assessed, on the basis of the side effects of any medication being used.
- Notification of each employee's visit to the Medical Centre shall be summarized and communicated via email to the HR Manager, QHSSE Manager, Base Manager, and/or the employee's relevant Department Head, highlighting:
 - Presenting complaints and history of presenting complaints of the employee, as necessary
 - The employee's use of potentially impairing medication, including the side effects of same and their 'fit to work' status
 - The Medics clinical assessment of the employee and any recommendations made.
- If the employee is required to leave the site for further medical treatment/assessment:

- Approval must be given by the Base Manager and/or their relevant Department Head.
- GYSBI's MEDICAL REFERRAL FORM (QH-FO-105) shall be completed by the company Medics and issued to the employee for submission to their attending Medical Practitioner.
- Completed MEDICAL FORMS (and copies of MEDICAL REFERRAL FORMS) shall be uploaded to the Medics Health folder on SharePoint and to the designated Medical Records folder in GYSBI's BambooHR Platform before the end of the Medic's 12-hour shift.
- All hard copies shall be submitted to the HR Department for record keeping in the employee's file.

Third Party

- In the event of third-party persons visiting the Medical Centre, incident related or isolated (walk-in), the visit shall be recorded using GYSBI's MEDICAL FORM (QH-FO-068).
- Notification of each visit to the Medical Centre by third-party persons shall be summarized and communicated via email to the QHSSE Manager and Base Manager, highlighting:
 - Presenting complaints and history of presenting complaints, as necessary
 - The use of potentially impairing medication, including the side effects of same and their 'fit to work' status
 - The Medics clinical assessment and any recommendations made.
- The QHSSE Manager and/or Base Manager shall inform the relevant third-party person(s) on site to follow up with their employee.
- If the third-party person is required to leave the site for further medical treatment/assessment:
 - Approval must be given by their relevant Supervisor.

- GYSBI's MEDICAL REFERRAL FORM shall be completed by the company Medics and issued to the third-party for submission to their attending Medical Practitioner.
- Completed MEDICAL FORMS (and copies of MEDICAL REFERRAL FORMS) shall be uploaded to the Medics Health folder on SharePoint.

Medical Referrals

The following inexhaustive list of circumstances along with any other identified by the company Medic, requires a thorough 'fitness to work' assessment by the employee's attending registered Medical Practitioner, which shall be confirmed through completion of GYSBI's Confidential EMPLOYEE HEALTH ASSESSMENT FORM along with an approved SICKNESS BENEFIT CLAIM FORM/MEDICAL CERTIFICATE (HR-EX-001) mandated by Guyana's National Insurance and Social Security Act:

- High-risk health conditions identified during walk-in Medical Visits or while conducting Pre-employment/ Working HRAs and Medical Examinations.
- Employees involved in debilitating incidents/accidents outside of GYSBI's premises.
- Employee(s) evacuated (MEDEVAC) from either of GYSBI's sites under the guidelines of the MEDICAL EMERGENCY RESPONSE FLOWCHART (QH-PR-013) in relation to:
 - Work-related incident(s)/injuries,
 - Health conditions previously identified during HRAs and Medical Examinations,
 - Undisclosed/unidentified ill-health conditions

Should any of these circumstances arise, or any other identified by the company Medics, the following process shall be followed:

- GYSBI's MEDICAL REFERRAL FORM shall be completed by the company Medics and issued to the employees' attending Medical Practitioner, along with a blank copy of GYSBI's Confidential EMPLOYEE HEALTH ASSESSMENT FORM shall also be issued to the employees' attending Medical Practitioner for the purpose of conducting the required 'fitness to work' assessment.

Processing of Health Assessment Forms and Sickness Benefit Medical Certificates

- In conjunction with GYSBI's Confidential EMPLOYEE HEALTH ASSESSMENT FORM, an approved SICKNESS BENEFIT CLAIM FORM/MEDICAL CERTIFICATE completed by the employee's Medical Practitioner, is required for processing by the company Medics and the HR Department.
- Personnel receiving the Confidential EMPLOYEE HEALTH ASSESSMENT FORM and SICKNESS BENEFIT CLAIM FORM/MEDICAL CERTIFICATE, shall ensure that they are correctly completed and signed prior to acceptance.
- The accompanying National Insurance and Social Security Act EMPLOYER'S STATEMENT IN SUPPORT OF SICKNESS BENEFIT/MEDICAL CARE (HR-EX-004) shall be completed by the HR Department's designate and signed by the employee for submission to the National Insurance Office, along with the SICKNESS BENEFIT CLAIM FORM/MEDICAL CERTIFICATE.
 - Copies of the SICKNESS BENEFIT CLAIM FORM /MEDICAL CERTIFICATE shall be made and appropriately filed in the HR Department, for reference as necessary.
- The company Medic shall review the Confidential EMPLOYEE HEALTH ASSESSMENT FORM to ensure that employees do not return to work unless they are deemed fit.
- GYSBI's EMPLOYEE HEALTH ASSESSMENT TRACKER shall be updated with all necessary information.

- All Confidential EMPLOYEE HEALTH ASSESSMENT FORMS shall be scanned and uploaded to the employee's designated Medical Records folder in BambooHR.
- All hard copies shall be submitted to the HR Department for record keeping.

Contractor Fit to Work Requirements

Contractor Fit-to-Work Medicals shall be conducted in line with the tests outlined above in the HRA table highlighting tests required for identified positions.

Contractor Scope of Works	Alcohol Test	Drug Tests	Fit To Work Medical	Frequency of Tests	
Civil Works Projects	✓	✓	Contractor to provide Fit to Work Medical	Medical	-Prior to project commencement
-Installations -Maintenance & Servicing -Specialized Services -Delivery of Goods	✓	✓	N/A	Alcohol Drugs	-Daily pre-access/Post Incident (GYSBI) -Suspicion Based/Post Incident (GYSBI)

6 RECORDS

- QH-FO-068 [Medical Form.pdf](#)
- QH-FO-091 [Employee Health Assessment Tracker.xlsx](#)
- QH-FO-104 [Employee Health Assessment Form.docx](#)
- QH-FO-105 [GYSBI Medical Referral Form.docx](#)
- QH-FO-115 [Pregnancy Working Risk Assessment Form.docx](#)
- QH-FO-116 [Seizure Working Risk Assessment Form.docx](#)
- QH-FO-117 [General Working Risk Assessment Form.docx](#)

REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	21 Jul 2021	-	-	Policy was created
2	07 Jul 2022	-	Kurt Busuttil	Updated Document Format
3	10 Jan 2023	Leah Milo	Kurt Busuttil	Frequency of tests based on HRA changed from 12 to 24 months Note on EXPATS Medicals included.
4	06 Feb 2023	Leah Milo	Andrew Dowson	Employee Health Assessment Tracker linked to policy and requirement to update included.
5	22 May 2023	Leah Milo	Kurt Busuttil	Document updated to the requirements of the Control of Documented Information Procedure. Process Description updated to reflect current practices.
6	07 Jun 2023	Leah Milo	Andrew Dowson	Process Description of Policy updated to capture: <ul style="list-style-type: none"> • Medical Visits (incident related and isolated walk-in cases) by GYSBI employees and third-party. • Requirement to declare use of all potentially impairing medication. • Standard processing of Sickness Benefit Claim Form/Medical Certificates • Medical Referrals and use of new Medical Referral Form • Requirements for Expats to complete Health Assessments prior to mobilization for work • Blood and Urine Tests as requirements for Drivers and Operators • Audiometry mandatory for all Wash Bay personnel • Links to associated documents and forms.
7	20 Jul 2023	Leah Milo	Kurt Busuttil	Document updated to incorporate the use of GYSBI's General Working Risk Assessment Form.
8	04 Aug 2023	Leah Milo	Andrew Dowson	Document updated to reflect transference of the following forms from HR controlled documents to QHSSE controlled documents: <ul style="list-style-type: none"> • Pregnancy Working Risk Assessment Form • Seizure Working Risk Assessment Form • General Working Risk Assessment Form
9	08 Jan 2024	Leah Milo	Kurt Busuttil	Document updated to include Contractor Fit to Work Requirements.

**DRUG & ALCOHOL
TESTING
PROCEDURE**

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This procedure shall be used by the Medics and updated by QHSSE Department

1 INTRODUCTION

This procedure outlines Guyana Shore Base Inc.'s (GYSBI's) processes which shall be utilized for Drug and Alcohol Testing. It shall be applied in conjunction with QH-PO-007 DRUG, ALCOHOL AND CONTRABAND POLICY and applies to all applicable persons working at both GYSBI locations – Port Facility and Industrial Estate.

2 RESPONSIBILITIES

- It shall be the responsibility of the QHSSE Manager to ensure efficient implementation of this procedure.
- It shall be the responsibility of the Human Resources Manager to ensure that:
 - names of Donors are provided to the company Medical Attendant (Medic) via random selection, for testing.
 - relevant disciplinary actions in line with HR Policies and Procedures are enforced.
- It shall be the responsibility of the company Medic to ensure Drug and Alcohol tests are carried out in compliance with this procedure.
- It shall be the responsibility of the QHSSE Coordinator to ensure that:
 - Process reviews, verifications, and validations are done as required to ensure there is process compliance.
 - all NCMS Employee List updates, Quarterly Statistics, and Data Validations are completed within the required time frames.
- It shall be the responsibility of all persons accessing GYSBI's sites to comply with the requirements outlined within this procedure.

3 REFERENCES

- QH-PR-001 [Investigation - Reporting Procedure.docx](#)
- QH-PR-008 [GYSBI Port Facility Entry and Exit Procedure.docx](#)
- QH-PR-024 [GYSBI Industrial Estate GIE Annex Entry and Exit Procedure.docx](#)
- QH-PR-027-EXC-A [D&A Alcohol Testing Process Flowchart Screening & Confirmation.pdf](#)
- QH-PR-027-EXC-B [D&A Drug Testing Process Flowchart Screening & Confirmation.pdf](#)
- QH-PR-027-EXC-C [Stand Alone Alcohol Screening & Confirmation Process Flowchart.pdf](#)
- QH-PR-027-EXC-C/D [GYSBI Site Entry Alcohol Testing and Exemptions List.xlsx](#)
- QH-PO-006 [Fitness to Work Policy.docx](#)
- QH-PO-007 [Drug, Alcohol and Contraband Policy.docx](#)
- QH-PL-006 [QHSSE Management Plan.docx](#)
- HR-PR-002 [New Hire and Onboarding Procedure.docx](#)
- HR-PO-010 [Disciplinary Policy.docx](#)
- EMGL A&D Exhibit H & Addendum
- Alco-sensor Intoximeter Evidential Breath Testing (EBT) device Manual
- Quest Diagnostics Express Results Integrated Multi-Drug Screen Cup Procedure Card and package insert.
- ExxonMobil Collection Procedures and Training for Field Screen Device Testing

4 DEFINITIONS

Term	Definition
Donor	<p>A candidate for employment, an employee, contractor or third-party person who:</p> <ul style="list-style-type: none"> • submits to an alcohol breath test to measure the amount of alcohol present in the air they breathe out (if any). • provides a urine specimen for drug screening and laboratory confirmation testing, if required.
Contractor	Any independent entity supplying services, goods, materials, equipment, or personnel to meet GYSBI's requirements
Third-Party	An entity that is not directly involved in the execution of a legal agreement but is however involved in the facilitation of a transaction and is neither one of the primary parties.
National Compliance Management Service Inc. (NCMS)	A third-party service provider that conducts client-required audits and contractor monitoring for Oil & Gas Operators in line with client-specific safety program requirements.
Non-negative Drug Test Result	A preliminary urine drug screen test result indicating that some amount of a substance was detected, even if it's trace amounts. These tests require further testing and laboratory confirmation analysis.
<p>Note: All other terms and definitions given in QH-PO-007 DRUG, ALCOHOL AND CONTRABAND POLICY shall apply.</p>	

5 PROCESS DESCRIPTION

Drug and Alcohol screening in conjunction with confirmation testing (where required) shall be conducted for the following reasons:

- **Employment** – Pre-employment tests are required for all candidates interviewed and approved by GYSBI's Human Resources representatives in line with HR-PR-002 NEW HIRE AND ONBOARDING PROCEDURE. These tests confirm the candidate as employed, once passed.
- **Health Assessments** – Required for all GYSBI employees and shall be done as needed in line with QH-PO-006 FITNESS TO WORK POLICY to confirm the Employee's fitness to perform designated duties.
- **Post Incident** – Required for all persons (inclusive of third-party) involved in an incident at any of GYSBI's sites in line with QH-PR-001 INVESTIGATION – REPORTING PROCEDURE.
- **Reasonable Suspicion** – This shall be done for all persons accessing any of GYSBI's sites, once suspected of Drug and/or Alcohol use/abuse.
- **Random** – Periodic testing required for all GYSBI employees identified as safety sensitive (SS) in line with the requirements outlined in Exhibit H.
- **Pre-Entry** – also referred to as 'pre-enrolment or pre-access testing' is required to transition low exposure (LE) persons into the SS random testing pool in case of role change or to re-enter SS persons back into the random pool if they have not been tested as required or have been removed from the random pool for some other reason.

Note: For Random and Pre-Entry Testing, names of Donors shall be provided by relevant persons within the Human Resources Department via random selection.

Stand-alone Alcohol screening and confirmation testing shall be conducted for the following reasons:

- **Pre-Shift** – This is also referred to as 'Pre-Tour' and is conducted utilizing a rapid screen alcohol testing device – Dräger Alcotest® 5000 - and is

required for all GYSBI Operations personnel and relevant contractors before commencement of any operations. This is conducted at the daily pre-shift/pre-tour meetings.

- **Site Entry** – This is required for all visitors entering any of GYSBI's sites and is conducted by security personnel utilizing AlcoBlow® rapid screen alcohol testing devices during screening as part of GYSBI's site entry requirements outlined in QH-PR-008 GYSBI PORT FACILITY ENTRY AND EXIT REQUIREMENTS and QH-PR-024 GYSBI INDUSTRIAL ESTATE GIE_ANNEX ENTRY AND EXIT PROCEDURE.

NB: Exceptions to this site entry screening requirement shall include Government Officials, VIPs, Tenants, and relevant third-party contractors holding EXXON Tenant Badges as outlined in QH-PR-027-EXC-A-B

- **Reasonable Suspicion** - This shall be done for all persons accessing any of GYSBI's sites, once suspected of Alcohol use/abuse.

Notification of Donor

- Based on the reason for testing, Donors shall be notified by the following relevant parties:

Reason For Test	Notification Issued By	Donor Reporting Time
Employment	HR Representative	As scheduled with Medic
Health Assessment	HR Representative/Medic	As scheduled with Medic
Post-Incident	QHSSE Representative	Immediately after occurrence
Reasonable Suspicion (Individual/Group)	QHSSE Representative <i>Note: Any person can report suspicion of Drug or Alcohol use/abuse to QHSSE.</i>	Immediately after suspicion is raised and reported to QHSSE
Random (Individual/Group)	HR Representative	Immediately after being notified by the relevant Supervisor
Pre-Entry	HR Representative	Immediately after being notified by the relevant Supervisor

Pre-Shift	QHSSE Representative/ Medic	Immediately after failing rapid alcohol screen
Site Entry	Security Representative	Immediately after failing rapid alcohol screen

- Donors shall report to GYSBI's Medical Centre promptly.
- Specimen collection must occur within 2 hours of the donor being notified of the requirement for testing.

Note: This 2-hour period does not apply to Stand-Alone Alcohol Tests. The Donor **must** report to GYSBI's Medical Centre (or GIE_Annex Base Manager Office where applicable) within the required 15–30 minutes window for two alcohol confirmation tests to be conducted.

- If delayed, the reason for the delay must be documented.

Note: Only one Donor must present to the GYSBI Medical Centre at a time for Drug and/or Alcohol testing.

Identification of Donor

- Upon arrival at the GYSBI Medical Centre, the Donor's identity shall be verified by viewing original photo identification (i.e., government or Company-issued photo identification).

Note: If photo identification is not available, any additional methods of verifying the Donor's identity may be applied. If the Donor cannot be positively identified, the collection process must be stopped and the QHSSE Manager/Supervisor must be notified.

- The Donor shall be presented with QH-EX-007 ACKNOWLEDGEMENT OF DRUG AND ALCOHOL CONTRABAND POLICY RECEIPT, provided by National Compliance Management Service Inc. (NCMS) which shall be subsequently endorsed by affixing his/her signature and the current date confirming consent.

- The Collector shall prepare the following forms with the required Donor information in preparation for conducting the tests:
 - QH-FO-027-A DRUG & ALCOHOL TEST FORM
 - QH-EX-011 URINE DRUG FIELD SCREEN CUSTODY AND CONTROL FORM (CCF). *Only the following sections of Step 1 shall be prefilled:*
 - **C. Donor ID Code**
 - **D. Reason for Test**
 - **F. Collection Site Name** etc.

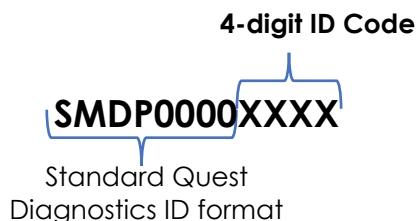
Note: The entire Drug and Alcohol collection process from test collection through interpretation and recording of results must be completed before another Donor is allowed in for testing.

Alcohol testing must be conducted before collecting the specimen for drug testing.

Guidance for recording Donor ID Code

In line with Quest Diagnostics' Sample Messaging and Data Protection (SMDP) protocol, which has been put in place to ensure the secure exchange of sensitive medical data and maintain the confidentiality and integrity of patient information during transmission between healthcare providers and diagnostic services, the following codes shall be applied to the relevant Donors, in preparation to conduct on-site Drug and Alcohol screening and confirmation tests as required:

- **GYSBI Employees and Candidates for Employment**



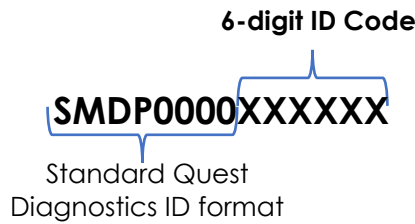
The GYSBI-assigned employee ID Codes shall be generated as part of HR's HR-PR-002 NEW HIRE AND ONBOARDING PROCEDURE.

Note: Where GYSBI's Employee ID code does not meet the 4-digit requirement, as many zeros (0) as required shall be added in front of the code to allow it to meet the requirement.

Examples

GYSBI Assigned Employee IDs	Zeros (0) added to make up 4-digit code	Full Donor ID Code
SB159	0159	SMDP00000159
SB27	0027	SMDP00000027
SB9	0009	SMDP00000009

- Third-Party Workers**



Note: the 6-digit code shall be generated from the Donor's date of birth (D.O.B) in the format Month-Date-Year (MM-DD-YY), where 2 digits shall be used to represent each unit within the format. As such, only the last 2 digits of the worker's year of birth shall be used. Where applicable, a zero (0) shall be added in front of single-digit months or days as needed to meet the 6-digit requirement.

Example

Third-Party Worker D.O.B	Adjustments to make up 6-digit code	Full Donor ID Code
3-12-1993 (MM-DD-YY)	03-12-93 First 2 digits (19) removed from Donor's Year of Birth	SMDP0000031293
10-2-2001 (MM-DD-YY)	10-02-01 First 2 digits (20) removed from Donor's Year of Birth	SMDP0000100201

Drug & Alcohol Test Protocol

In line with contractual requirements and requirements outlined in QH-PO-007 DRUG, ALCOHOL AND CONTRABAND POLICY, a Drug test shall be accompanied by an Alcohol Test to qualify as part of the Drug and Alcohol Testing Protocol. As such the following processes shall be applied to ensure this requirement is met.

Alcohol Screening Test

- The Donor shall first be subjected to an Alcohol screening test using an approved calibrated/verified Alco-sensor Intoximeter Evidential Breath Testing (EBT) device as outlined in QH-PO-007 DRUG, ALCOHOL AND CONTRABAND POLICY.
- The Donor shall be allowed to select one (1) of three (3) mouthpieces.
- In the presence of the Donor, the Collector shall conduct an 'air blank' test before beginning the confirmation test.
 - If the reading of the first 'air blank' is %BrAC .000, the collector shall proceed with the test. If the reading is greater than %BrAC .000 a second 'air blank' shall be conducted.
 - If the reading of the second 'air blank' is %BrAC .000, the collector shall proceed with the test. If the reading is greater than %BrAC .000 the EBT shall be taken out of service.

Note: If the EBT is taken out of service for this reason it must not be used until it is found to be within tolerance limits on an external check of calibration.
 - The collector shall conduct the same 'air blank' test on each EBT before they are used, and the aforementioned protocol must be followed each time.

Negative Alcohol Screen

- If the Screening Test result is Negative i.e., less than 0.02 g/dL (%BrAC .020) the collector shall record the Donor's name on the printed test result and

attach same to QH-FO-027-A DRUG & ALCOHOL TEST FORM in the 'On-Site Alcohol Screen Result' slot.

Note: No confirmation test is required at this point.

- The results (Negative) shall be recorded as required on QH-EX-011 URINE DRUG FIELD SCREEN CUSTODY AND CONTROL FORM (CCF).

Positive Alcohol Screen

- If the Screening Test is Positive i.e., greater than or equal to 0.02 g/dL (%BrAC .020) a Confirmation Test is required.
- Wait 15 minutes but no longer than 30 minutes before conducting the Confirmation Test.

The Donor must not be allowed to eat, drink, smoke, chew, or put anything in his/her mouth. If the time between the Screening and Confirmation Test is greater than 30 minutes, document the reason for the delay on QH-FO-027-A DRUG & ALCOHOL TEST FORM.

Alcohol Confirmation Test

- When the Confirmation Test is done the collector shall record the Donor's name on the printed test result and attach same to QH-FO-027-A DRUG & ALCOHOL TEST FORM in the 'On-Site Alcohol Confirmation Result' slot.
 - If the result is *Negative* i.e., less than 0.02 g/dL (%BrAC .020) no further Alcohol testing is required.
 - If the result is *Positive* i.e., greater than or equal to 0.02 g/dL (%BrAC .020) the Donor shall be notified, and no further Alcohol testing shall be required.
- The confirmed Alcohol test result (Negative or Positive) shall be recorded as required on QH-EX-011 URINE DRUG FIELD SCREEN CUSTODY AND CONTROL FORM (CCF).

- The QHSSE Manager/Supervisor, Base Manager and Human Resource Manager shall be notified via email (after the required Drug Test is completed).

GYSBI Employees

- GYSBI employees with alcohol test results confirmed positive shall be addressed by GYSBI's Human Resource Management and necessary actions shall be taken in line with HR-PO-010 DISCIPLINARY POLICY.

Candidates for Employment

- Candidates for employment by GYSBI with alcohol test results confirmed positive shall be addressed by GYSBI's Human Resource Management and necessary actions shall be taken in line with HR-PR-002 NEW HIRE AND ONBOARDING PROCEDURE.

Contractors and Third-Party Workers

- The employer of the third-party workers with alcohol test results confirmed positive shall be notified (after the required Drug Test is completed) and GYSBI's Operations and QHSSE Management shall address the worker in line with QH-PO-007 DRUG, ALCOHOL AND CONTRABAND POLICY. The worker shall be banned as per requirements of QH-PR-008 GYSBI PORT FACILITY ENTRY AND EXIT PROCEDURE AND QH-PR-024 GYSBI INDUSTRIAL ESTATE_GIE_ANNEX ENTRY AND EXIT PROCEDURE.

Urine Specimen Collection and Screening

- The urine specimen collection process and steps shall be briefly explained to the Donor, along with the importance of providing an appropriate quantity of urine specimen and the requirements for laboratory confirmation of non-negative specimens.
- The Collector may or may not prompt the Donor to declare the possession or use of potentially impairing medication or substances.

Note: If the Donor is female, refer to *Guidelines for the Collection of Urine Specimens from Menstruating Donors*, if necessary.

- The Donor shall be allowed to randomly select at least one (1) from three (3) packaged Field Screen Device (FSD)/Drug Screen Test Cup for the specimen to be obtained.
- The Collector shall document the relevant FSD information on QH-FO-027-A DRUG & ALCOHOL TEST FORM and QH-EX-011 URINE DRUG FIELD SCREEN CUSTODY AND CONTROL FORM (CCF) at Step 2.
- The Collector shall remove the:
 - selected FSD from its package.
 - key from the FSD by twisting it from the centre of the cup cap.
- The key which has been removed shall be held by the Collector.
- The FSD shall be opened and handed over to the Donor.

Note: The Collector shall inform the Donor not to secure the cap of the FSD after providing the specimen as it needs to be visually inspected for contamination or adulteration.

- The urine specimen shall be collected while the Donor is being closely monitored by the respective Medical Attendant (collector), at the collection site which shall be set up in alignment with the guidance outlined in US DOT 49 CFR Part 40.42 to mitigate any opportunity to substitute, dilute or adulterate the specimen.

Note: If the collector hears sounds or makes other observations indicating an attempt to tamper with a specimen, this should be considered a refusal to test, and observations and collection complete notes should be included in the remarks section of the CCF.

- The specimen shall be immediately handed over to the Collector once obtained in the FSD.
- The Collector shall:
 - Visually inspect the specimen for any signs of contamination or adulteration by observing the colour, checking for floating particles,

and bubbles, and assessing the odour, while keeping the top of the FSD open.

- Confirm the minimum fill volume in line with the volume indicator on the side of the FSD.

Note: Specimens from separate collections should not be combined to create a specimen that meets the minimum volume requirement.

- If there is less than the minimum fill volume and the specimen does not show signs of adulteration, the collector shall:
 - Discard the insufficient specimen.
 - Record the time the Donor provided the insufficient volume.
 - Initiate the shy bladder protocol, utilizing QH-FO-153 SHY BLADDER LOG to collect a second specimen.

The same CCF shall be used in line with the guidelines outlined on pages 212-214 of the EXXONMOBIL COLLECTION PROCEDURES AND TRAINING FOR FIELD SCREEN DEVICE TESTING Manual.

- If it appears that the specimen has been adulterated or tampered with, complete the collection with the Donor in line with the general and relevant requirements outlined under **Other Validity Completion of CCF** on Page 65 of the EXXONMOBIL COLLECTION PROCEDURES AND TRAINING FOR FIELD SCREEN DEVICE TESTING Manual and follow guidelines related to **Specimen Validity Issues** on pages 207-209.
- If there is no sign of adulteration and the fill volume is sufficient, secure the cap of the FSD by pressing down on the 'Pull Tab' until an audible click is heard.
- Confirm that the cap of the FSD is tightly closed.

- Remove Seal A from the CCF and place the same across the top of the cap of the FSD, at right angles to the direction in which the cap opens.
Note: The seal must carry the same specimen identifier as the CCF. Seal B shall be used only if seal A is damaged in handling.
- Record the date of the test and have the Donor place their initials on **Seal A** attached to the Quest FSD.
Note: The Collector must not ask the Donor to initial the labels/seals while they are still attached to the CCF; they must be initialled after they are placed on the FSD. The Collector should also inform the employee to use care during the initialling process to avoid damaging the seal.
- On a flat surface, the Collector shall insert the key (previously removed from the cap) into the opening at the side of the FSD and push it all the way in to activate the FSD.
- The Collector shall remove the 'peel off label' from the test card of the FSD to read results.
- Observations shall be made on the FSD's specimen validity test (S.V.T) indicators, control, and test lines, along with the temperature recordings as per FSD instructions, to determine test results.
- The S.V.T and specimen temperature shall be read after 30 seconds but within four (4) minutes. The temperature must be between 90-100°F (32.2-37.8°C).
- If one or more temperature strip dots present a green colour, then the specimen is within the expected temperature range.
 - At this stage, the Collector should tick the relevant box on QH-EX-011 URINE DRUG FIELD SCREEN CUSTODY AND CONTROL FORM (CCF).
- If the temperature strip dots are all black, the specimen is not between 90-100°F.

- If it appears that the specimen has been adulterated or tampered with, complete the collection with the Donor in line with the general and relevant requirements outlined under **Urine Drug Field Screen Specimen Temperature** on Page 67 of the EXXONMOBIL COLLECTION PROCEDURES AND TRAINING FOR FIELD SCREEN DEVICE TESTING Manual and follow guidelines related to **Specimen Validity Issues** on Pages 207-209.
- The drug urine screen test results shall be read at five (5) minutes.
Note: The Donor is free to wash their hands any time after the specimen seal is attached to the FSD and initialled by the Donor.

Negative Drug Screen

- If the Drug urine screen results are all negative the Collector shall:
 - Tick the relevant boxes on QH-EX-011 URINE DRUG FIELD SCREEN CUSTODY AND CONTROL FORM (CCF)
 - Step 1 section **E. Test to be Performed** – ALL NEG W/ALC
 - Step 2 – All results screened negative
 - Place a '**Negative**' stamp in the 'On-site Drug Screen FSD Result' slot of QH-FO-027-A DRUG & ALCOHOL TEST FORM.
- The Donor and Collector shall sign and initial where required on the relevant forms to conclude the testing process.

Non-Negative Drug Screen

- If any of the Drug urine screen results are non-negative the Collector shall:
 - Tick the relevant boxes on QH-EX-011 URINE DRUG FIELD SCREEN CUSTODY AND CONTROL FORM (CCF)
 - Step 1 section **E. Test to be Performed** – select the non-negative test(s) only
 - Step 2 – Specimen screened non-negative
Then list the non-negative results as required
 - Place a '**Non-Negative**' stamp in the 'On-Site Drug Screen FSD Result' slot of QH-FO-027-A DRUG & ALCOHOL TEST FORM.

- Since all non-negative urine drug screen results are presumptive, they shall be confirmed via Laboratory analysis.
- Collector shall ensure *Steps 3 to 5* of the CCF are appropriately completed.
Note: The name of the shipping company to be used to transport the specimen to the Laboratory is to be documented in this section of the CCF.
- The Donor and Collector shall sign and initial where required on the relevant forms to conclude the on-site drug screen testing process.
Note: Ensure *Step 4* of the Medical Review Officer (MRO) CCF copy is correctly completed by the Donor.
- For all non-negative results, the Donor, QHSSE Manager/ Supervisor, QHSSE Coordinator, Base Manager and Human Resource Manager shall be notified via email.

GYSBI Employees

- GYSBI employees with test results screened non-negative shall be addressed by GYSBI's Human Resource Management and necessary actions shall be taken in line with HR-PO-010 DISCIPLINARY POLICY.
Note: The Donor shall be suspended pending investigation and completion of laboratory confirmation testing as per HR-PO-010 DISCIPLINARY POLICY.
- The MRO Copy – Copy 2 – of QH-EX-011 URINE DRUG FIELD SCREEN CUSTODY AND CONTROL FORM (CCF) shall be shared with the designated Medical Review Officer. Upon receipt of the relevant laboratory confirmation test report, an appointment with the MRO and the employee shall be scheduled for the required medical review process to commence.

Candidates for Employment

- Candidates for employment by GYSBI with test results screened non-negative shall be addressed by GYSBI's Human Resource Management and necessary actions shall be taken in line with HR-PR-002 NEW HIRE AND ONBOARDING PROCEDURE.

Contractors and Third-Party Workers

- Urine specimen screened non-negative that have been provided by contractors or third-party Donors shall be retained by the Collector in the Medical Centre and stored in the designated refrigerator until further instructions are given by GYSBI's Management.
- The employer of the contractor or third-party worker shall be notified of the non-negative screen.
- Where the employer of the Donor approves for confirmatory testing to be done and agrees to cover the cost of the MRO review, shipping, handling, and testing of the urine specimen screened non-negative, only then shall the urine specimen be sent for confirmatory Laboratory analysis.

Note: The Donor shall be banned from GYSBI's sites pending investigation and completion of laboratory confirmation testing as per requirements of QH-PR-008 GYSBI PORT FACILITY ENTRY AND EXIT PROCEDURE and QH-PR-024 GYSBI INDUSTRIAL ESTATE_GIE_ANNEX ENTRY AND EXIT PROCEDURE.

- Should the drug test results provided by the approved laboratory be confirmed negative, the employer of the Donor shall be notified, and the ban shall be lifted at the discretion of GYSBI's Management.
- Where the employer refuses to follow through on the process of confirmatory testing, the Donor shall be permanently banned from all GYSBI facilities from the day/time forward in line with QH-PR-008 GYSBI PORT FACILITY ENTRY AND EXIT PROCEDURE and QH-PR-024 GYSBI INDUSTRIAL ESTATE_GIE_ANNEX ENTRY AND EXIT PROCEDURE.

Guidelines for the Collection of Urine Specimens from Menstruating Donors

To ensure the accuracy and reliability of the drug screening and where required, confirmation testing processes, it is recommended to avoid collecting urine specimens from donors during menstruation. The presence of menstrual blood or discharge may introduce contaminants that may potentially affect test results and lead to inaccurate interpretations.

Whenever possible, urine specimen collection should be scheduled after the menstrual cycle has concluded.

In situations where collection during menstruation is unavoidable, the Collector shall implement additional measures to minimize the risk of contamination. This may include providing specific instructions to the Donor regarding hygiene practices.

The Collector shall document any factors that may compromise sample integrity, including menstrual contamination, and where required, communicate the same to the laboratory during the analysis phase to ensure accurate interpretation of results.

Packaging of Urine Drug Screen Specimens for Shipment

Preparation of non-negative and negative quality control urine specimens for transport to an approved and accredited Laboratory

- The non-negative urine specimen shall be placed in the front pouch of the provided biohazard transport bag.
- The completed Laboratory copy of the CCF shall be placed in the rear pouch of the transport package.

Note: The name of the delivery service transferring the specimen to the Laboratory must be documented by the Collector at Step 5 of the CCF.

- The 'release liner' from the flap of the transport bag shall be removed.
- The blue adhesive flap shall be folded to cover the black crosshatch split opening of the transport package.
- The collector shall ensure that all drug test specimens requiring laboratory analysis are stored in a secured location, i.e. refrigerator within the Medical Centre, with at least one physical control point restricting 'no collector' access, from the time of collection to the time of drop-off/pick-up for laboratory shipment.

- QH-FO-135 GOARC DRUG URINE SPECIMEN REVIEW AND RELEASE CHECKLIST shall be completed by an identified QHSSE designate to verify that all samples that are to be issued for laboratory confirmation testing meet the required criteria.
 - After the review process is complete and the specimen is verified and approved for shipment to the U.S. SAMHSA-certified Quest Diagnostics Laboratory located in Lenexa for confirmatory testing, the following packaging materials shall be utilized to facilitate the transport of same via Camex Guyana Limited (FedEx):
 - **Insulated Mailers** – these shall be used for secondary packaging as they are leak-proof and are designed to keep items cold during shipment. Only a single specimen can be shipped in a single mailer.
 - **Single-use cold packs** – these shall be utilized to maintain the temperature of the specimen during shipment to the Laboratory and can be discarded (by the laboratory) since there is no means for them to be returned. At least two (2) cold packs can be placed in the insulated mailer with a single specimen.
 - **FedEx Large Clinical Pak Mailer** – these are provided by FedEx for shipment of non-hazardous Clinical specimens. The box next to 'Exempt Human Specimen' must be ticked on the package.
 - Upon delivery or pick up of packed specimen for shipment, all relevant shipping details requested by the shipping service provider shall be provided for the relevant shipping documentation to be prepared.
 - All tracking numbers and information are to be retained for follow-up on specimen shipment and delivery once handed over to the shipping service provider.
- Note:** A stock of all relevant shipping items and materials shall be captured and tracked via QH-FO-107-F CRITICAL ITEMS STOCK BALANCE.

Confirmation of Non-negative Urine Specimen

- Upon arrival at the Laboratory, the Accessioner (Laboratory Personnel) in receipt of the urine specimen shall affix his/her signature to the relevant section of the CCF and ensure all pertinent supporting details are documented i.e., condition of specimen seal and specimen device expiration date.
- Results following confirmation testing by Quest Diagnostics Laboratory shall be provided to GYSBI via the online Quest Diagnostics Employer Solution Portal for completion of relevant investigations and record keeping.

Drug Test Review Process by Medical Review Officer (MRO)

In line with QH-PO-007 DRUG, ALCOHOL AND CONTRABAND POLICY, MRO review is required for:

- All non-negative laboratory results, including for drug(s)/drug metabolite(s)
- Adulterated or substituted specimen
- Laboratory invalid result
- Alleged inability to provide a specimen

MRO review is not required for:

- Laboratory negative drug test results
- Laboratory negative dilute results
- Specimens rejected for testing
- Fatal flaw
- Alcohol test results

Upon receipt of the Laboratory confirmation test results the same shall be shared with the designated MRO for the execution of the required Medical Review process with the relevant Donor and QH-FO-152 MRO CASE REVIEW FORM and investigation and for reporting preparation.

Stand-alone Alcohol Screening Tests

GYSBI Port Facility

Pre-shift Meetings

- If there is a positive Alcohol screen using the rapid screen Dräger Alcotest® 5000 breathalyzer at the pre-shift/pre-tour meeting, the Donor shall be immediately accompanied by a QHSSE personnel to the Medical Centre where two (2) confirmation Alcohol tests shall be done using the Alco-sensor Intoximeter EBT device.

Visitor Site Entry

- If there is a positive Alcohol screen using the rapid screen AlcoBlow® breathalyzers upon site entry screening by security, the Donor shall be immediately accompanied by security personnel to the Medical Centre where two (2) confirmation Alcohol tests shall be done using the Alco-sensor Intoximeter EBT device.

GYSBI Industrial Estate (GIE/Annex)

Pre-shift Meetings and Visitor Site Entry

- If there is a positive Alcohol screen using the rapid screen Dräger Alcotest® 5000 at the pre-shift/pre-tour meeting or upon site entry screening using the rapid screen AlcoBlow® breathalyzers, the Donor shall be immediately accompanied by a QHSSE personnel (where pre-shift screening was done) or security personnel (where site entry screening was done) to the Base Manager's quarters where they will await the arrival of the competent person to conduct an Alcohol confirmation test using the Alco-sensor Intoximeter EBT device.

If the competent person cannot make it to the Annex, the GYSBI bus will be utilized to take the Donor accompanied by a QHSSE personnel to the Medical Centre at the GYSBI Port Facility where two (2) confirmation Alcohol tests shall be done using the Alco-sensor Intoximeter EBT device.

All stand-alone Alcohol screens and confirmation tests shall be documented via QH-FO-027-B ALCOHOL CONFIRMATION TEST FORM.

In line with the Alcohol confirmation testing requirements above, using the Alco-sensor Intoximeter EBT device, the Donor, QHSSE Manager/Supervisor, Base Manager and Human Resource Manager shall be notified via email based on the reason for the test, and necessary actions shall be taken in line with:

- HR-PO-010 DISCIPLINARY POLICY
- QH-PO-007 DRUG, ALCOHOL AND CONTRABAND POLICY
- QH-PR-008 GYSBI PORT FACILITY ENTRY AND EXIT PROCEDURE
- QH-PR-024 GYSBI INDUSTRIAL ESTATE_GIE_ANNEX ENTRY AND EXIT PROCEDURE.

Calibration/Verification of Alcohol Testing Devices

The following alcohol testing devices used by GYSBI shall be consistently calibrated/verified as per manufacturers' requirements by certified technicians employed by the relevant service provider and all calibration/verification certificates shall be appropriately retained for review and record keeping as needed:

- Alco-sensor Intoximeter Evidential Breath Testing (EBT) Device – Monthly accuracy checks and calibration where required.
- Dräger Alcotest® 5000 Rapid Alcohol Screen Testing Device – Every 24 months (2 years), in line with devices' calibration count down timer.

Note: As per manufacturer guidelines, the AlcoBlow® Rapid Alcohol Screen Testing Device does not require monthly calibration checks. However, a known alcohol standard (air above a known alcohol solution) shall be tested in-house in the *Passive Mode* to confirm operability.

All relevant calibration/verification requirements and data shall be captured and tracked via QH-FO-092-A CALIBRATION_VERIFICATION MASTER LIST.

Quality Control Checks – FSD

As contractually required, 10% of FSD specimens, whether negative or non-negative (positive), shall be sent to the laboratory to confirm FSD accuracy and collector visual reading of results, per calendar year. This information and process shall be captured and tracked via QH-FO-107-E EMPLOYEE ROSTER_FSD QC VALIDATION TRACKER.

To ensure consistency within this process, in the absence of non-negative specimens, the last 3 SS urine specimens screened negative at the end of a Quarter shall be prepped and retained for verification and shipment to the Quest Diagnostics Laboratory for QC confirmation testing.

Preparation of Specimens screened 'Negative' for QC Validation

- Where urine drug screen results are negative and the specimen has been selected for QC validation testing, the Collector shall:
 - Tick the relevant boxes on QH-EX-011 URINE DRUG FIELD SCREEN CUSTODY AND CONTROL FORM (CCF)
 - Step 1 section **E. Test to be Performed** – select all available test codes, excluding those associated with Blood Alcohol, Urine Alcohol, and Other Validity.
Note: Other Validity will only be selected if there are sample validity concerns.
 - Step 2 – All results screened *negative*.
 - Place a '**Negative**' stamp in the 'On-Site Drug Screen FSD Result' slot of QH-FO-027-A DRUG & ALCOHOL TEST FORM.
- Collector shall ensure *Steps 3 to 5* of the CCF are appropriately completed.
Note: The name of the shipping company to be used to transport the specimen to the Laboratory is to be documented in this section of the CCF.
- The Donor and Collector shall sign and initial where required on the relevant forms to conclude the on-site drug screen testing process.

Note: Ensure Step 4 of the Medical Review Officer (MRO) CCF copy is correctly completed by the Donor.

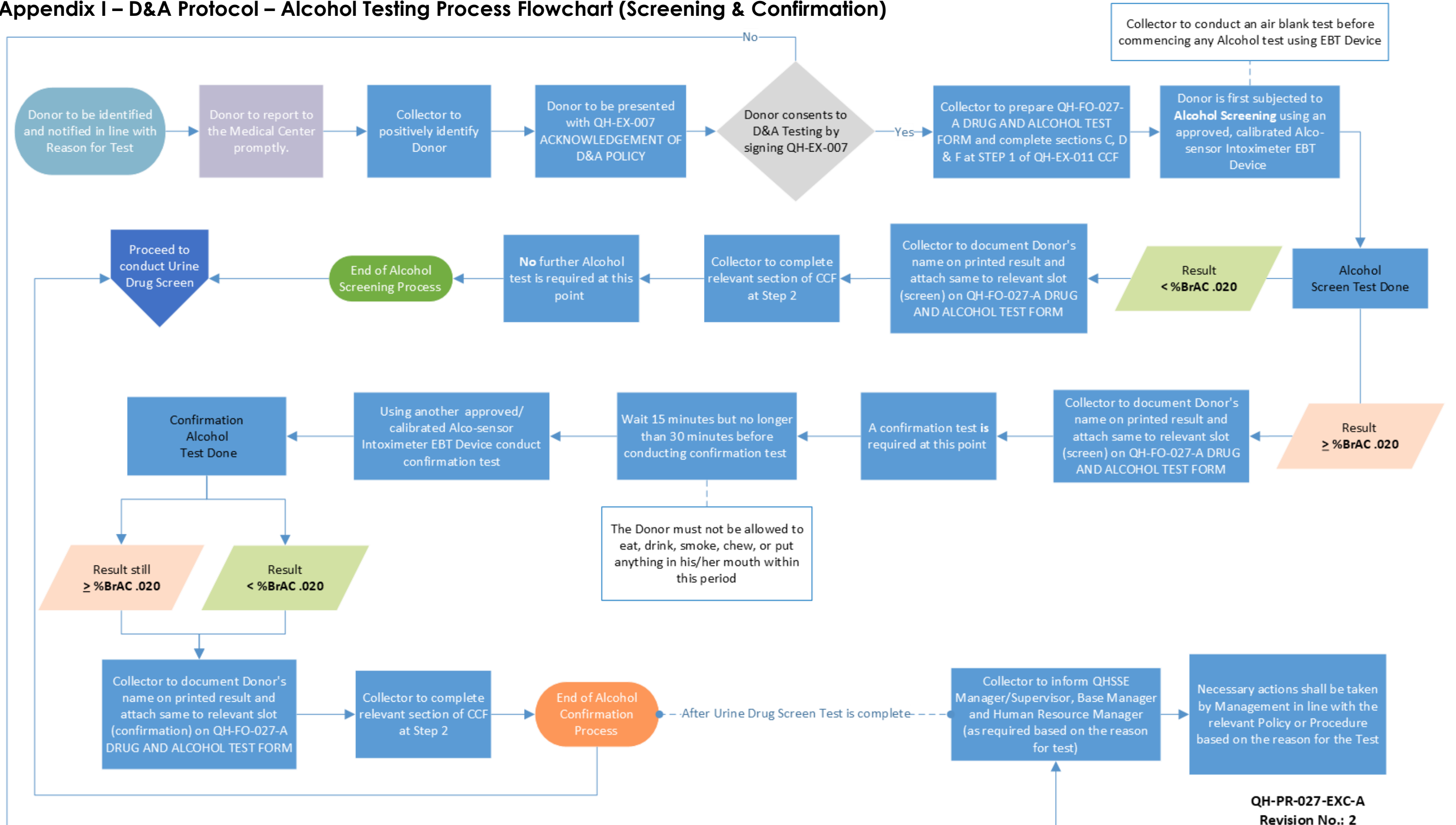
GYSBI Drug and Alcohol Testing Panel with Cut-off Levels

Drug Class Analytes Substance Tested	Drug Screen Test Cups Screening cut-off (ng/mL)	Laboratory Confirmation cut-off (ng/mL)
Amphetamines (AMP)	500	
Amphetamine		250
Methamphetamine		250
MDMA		250
MDA		250
Barbiturates (BAR)	300	
Amobarbital		200
Butalbital		200
Pentobarbital		200
Phenobarbital		200
Secobarbital		200
Benzodiazepines (BZO)	300	
Alprazolam Metabolites		100
Nordiazepam		100
Oxazepam		100
Temazepam		100
Flurazepam Metabolites		100
Lorazepam		100
Triazolam Metabolites		100
Cocaine (COC)	15	
Benzoyllecgonine		100
Marijuana (THC)	20	
THCA (11-nor delta-9 THCA)		10
Methadone (MTD)	300	200
Opiates (OPI)	300	
Morphine		100
Codeine		100
Hydromorphone		100
Hydrocodone		100
6-acetylmorphine (6-am)	10	10
Oxycodones (OXY)	100	
Oxymorphone		100
Oxycodone		100
	Screening cut-off (ng/mL)	Confirmation cut-off (ng/mL)
Alcohol	0.02	0.02 %BrAC (Evidential Breath Testing)
		0.04 g/dL (Laboratory Blood Alcohol Content)

6 RECORDS

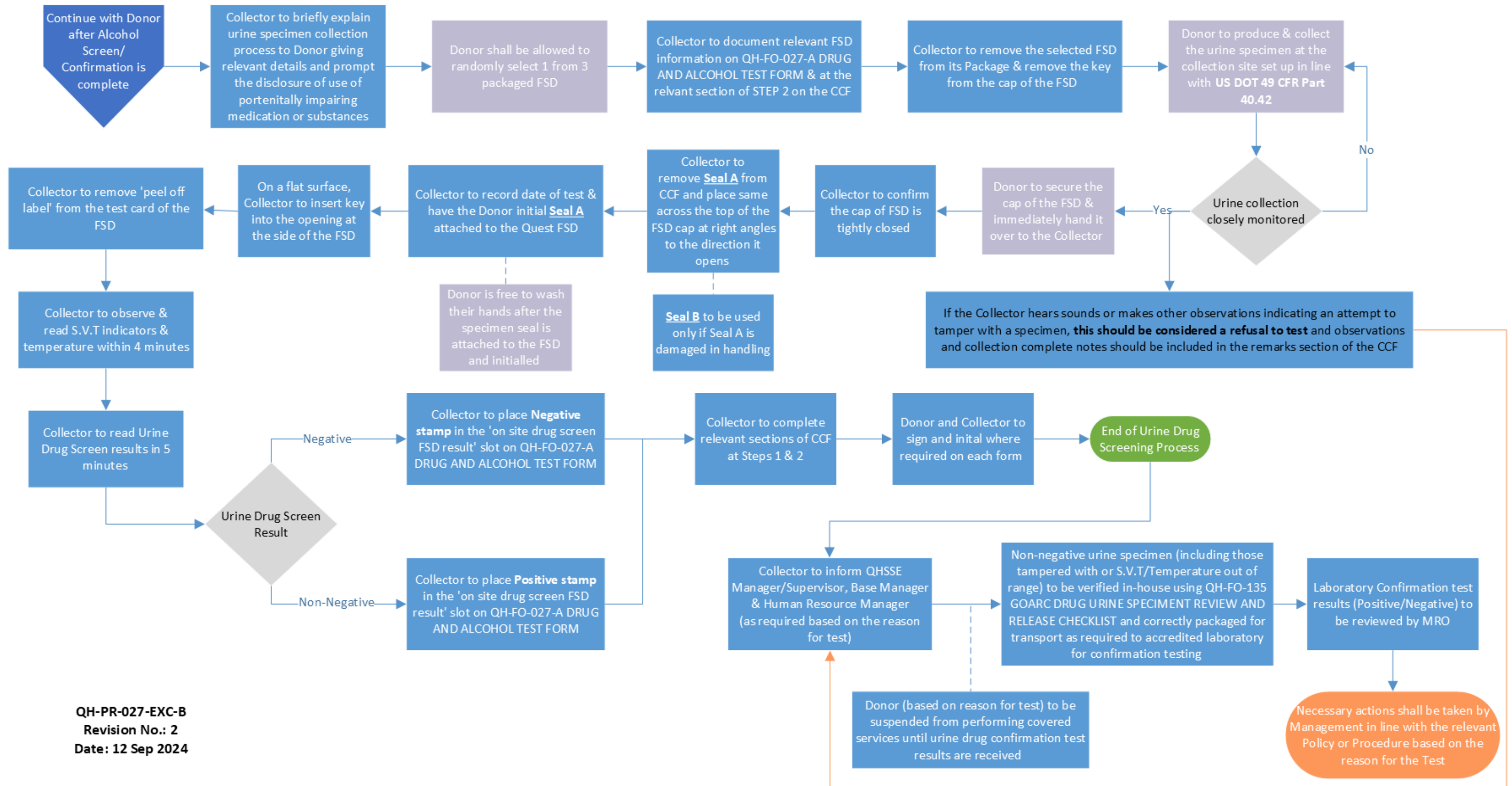
- QH-EX-007 [Acknowledgement of Drug & Alcohol Contraband Policy Receipt.pdf](#)
- QH-EX-011 [Urine Drug Field Screen Custody and Control Form.pdf](#)
- QH-FO-027-A [Drug & Alcohol Test Form.docx](#)
- QH-FO-027-B [Alcohol Confirmation Test Form.docx](#)
- QH-FO-089 [GOARC AlcoBlow Breathalyser Inspection Checklist Template.docx](#)
- QH-FO-092-A-E [Calibration Verification Master list.xlsx](#)
- QH-FO-107-A-F [Employee Roster.xlsx](#)
- QH-FO-135 [GOARC Drug Urine Specimen Review and Release Checklist.docx](#)
- QH-FO-152 [MRO Case Review Form.docx](#)
- QH-FO-153 [Shy Bladder Log.docx](#)

Appendix I – D&A Protocol – Alcohol Testing Process Flowchart (Screening & Confirmation)



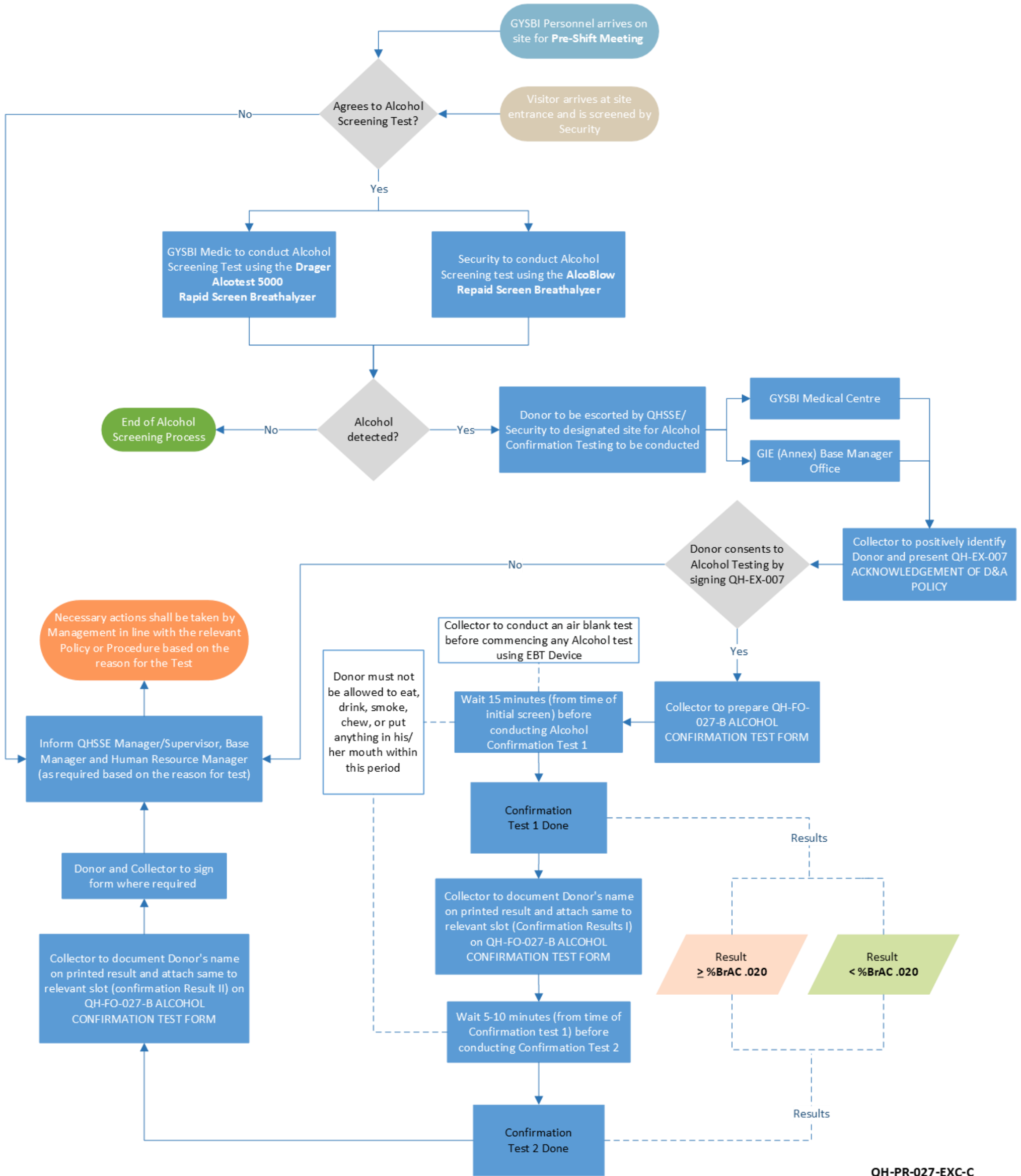
QH-PR-027-EXC-A
 Revision No.: 2
 Date: 12 Sep 2024

Appendix II – D&A Protocol – Drug Testing Process Flowchart (Screening & Confirmation)



QH-PR-027-EXC-B
 Revision No.: 2
 Date: 12 Sep 2024

Appendix III – Stand-Alone Alcohol Screening & Confirmation Process Flowchart



QH-PR-027-EXC-C
Revision No.: 2
Date: 12 Sep 2024

REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	27 Sept 2022	-	Andrew Dowson	Initial release of document
2	30 Jan 2023	Leah Milo	Andrew Dowson	Document format updated to the requirements of the Control of Documented Information Procedure. Procedure updated to include: <ul style="list-style-type: none"> • Random selection of Donors by HR • Donor suspension pending investigation
3	1 Jun 2023	Leah Milo	Andrew Dowson	Procedure updated to include: <ul style="list-style-type: none"> • Responsibilities of QHSSE Manager • Screening cut-off levels for D&A Testing
4	24 Dec 2023	Allan Lambert Leah Milo	Andrew Dowson	Procedure updated to include: <ul style="list-style-type: none"> • Pre-Shift Meetings – Donor to be accompanied for confirmatory testing
5	24 Jun 2024	Leah Milo	Kurt Busuttil	Procedure updated to include: <ul style="list-style-type: none"> • Reasons for Drug and Alcohol Testing • Donor Notification • Identification of Donor • Specifics of: <ul style="list-style-type: none"> ○ Alcohol Screening ○ Alcohol Confirmation ○ Urine Specimen Collection and Screening ○ Confirmation of Non-negative (Positive) Urine Specimen ○ Stand-alone Alcohol Screening Tests • EBT Calibration/Verification • Urine Specimen Validation • QH-FO-135 GOARC Drug Urine Specimen Review and Release Checklist • Appendix I – D&A – Alcohol Testing Process Flowchart (Screening & Confirmation) • Appendix II – D&A – Drug Testing Process Flowchart (Screening & Confirmation) • Appendix III – Stand-Alone Alcohol Screening & Confirmation Process Flowchart
6	19 Aug 2024	Leah Milo	Kurt Busuttil	Document updated to include specifications for addressing positive Alcohol and Drug Test results based on the reason for the test and the associated worker group.
7	12 Sep 2024	Leah Milo	Elroy Vankennie	Document updated to reflect current practices and include: <ul style="list-style-type: none"> • Guidelines for recording Donor ID Codes • Packaging requirements for shipment of Urine Drug Screen Specimen • QH-PR-027-EXC-D/E GYSBI Site Entry Alcohol Testing and Exemptions List • Calibration/Verification summary for all Alcohol Testing Devices • Requirements for Quality Control Checks for FSDs • The management of Laboratory Drug Testing Results via Quest Diagnostics online Employer Solutions Portal
8	12 Dec 2024	Leah Milo	Kurt Busuttil	Document updated to include guidance for the preparation of specimens screened 'Negative' for QC Validation and incorporation of 'Non-Negative' Stamp.

DRUG AND ALCOHOL TESTING PROCEDURE

9	11 Jan 2025	Daniel Murray Leah Milo	Elroy Vankennie	Document updated to include guidelines for the collection of urine specimens for drug screening, and where required confirmation testing, from menstruating Donors.
10	07 Feb 2025	Leah Milo	Kurt Busuttil	Document updated to include and reference the utilization of: <ul style="list-style-type: none"> • QH-FO-152 MRO Case Review Form • QH-FO-153 Shy Bladder Log • ExxonMobil Collection Procedures and Training for Field Screen Device Testing Manual to address Specimen Validity Issues.

§ Change the Revision No. and Date in Header of the document each time the new revision is rolled out.

**CONTRACTOR
MANAGEMENT
PROCEDURE**

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This procedure shall be used and updated by QHSSE Department

1 INTRODUCTION

Part of Guyana Shore Base Inc.'s (GYSBI) core values is the Health, Safety, and well-being of its employees and contractors as well as the protection of its property and the environment. In addition, GYSBI has a legal and moral obligation to ensure its workers and all who can be affected by its acts and omissions are safeguarded against occupational injuries and ill health as a direct cause of its operations. The company is also obliged to comply with Environmental Regulations.

GYSBI expects the same commitment to the health and safety of personnel and property and the protection of the environment from its contractors. In this regard, sub-contractors and third parties are required and expected to conduct their operations within a structured and controlled safety management system and conscientious environmental responsibility during the performance of the contract work scope. Consequently, GYSBI management and employees are required to comply with this procedure when engaging the services of a contractor to work on company sites and/or third-party sites managed by GYSBI.

2 RESPONSIBILITIES

- It shall be the responsibility of the QHSSE Managers and assigned delegates to implement, communicate and enforce this procedure, ensuring its continued applicability as part of GYSBI's Management System.
- It shall be the responsibility of the QHSSE Manager or delegate to update and maintain this procedure.
- It shall be the responsibility of all Employees, Contractors, Clients, Tenants, and Visitors to adhere to the requirements outlined in this procedure.

General responsibilities lie with all parties involved as indicated in the local legislation and they all must take necessary precautions and act in such a manner to minimize the safety and environmental risks that are inherent to the workplace for employees, the public, and the environment.

3 REFERENCES

- QH-PL-006 [QHSSE Management Plan.docx](#)
- SC-PR-001 [Procure to Pay Procedure.docx](#)
- SC-PR-002 [Purchasing Procedure.docx](#)
- SC-PR-003 [Supply Chain Tendering Procedure.docx](#)
- SC-PR-010 [Vendor Management Procedure for Goods and Services.docx](#)

4 DEFINITION

TERM	DEFINITION
Contractor	a person or firm that undertakes a contract to provide materials or labor to perform a service or do a job.
Subcontractor	A specialized contractor who works under a main contractor.

5 PROCESS DESCRIPTION

Contractor Evaluations

For any inquiries in which Health, Safety, and Environmental (HSE) screening and evaluations are required in association with SC-PR-003 SUPPLY CHAIN TENDERING PROCEDURE and SC-PR-010 VENDOR MANAGEMENT PROCEDURE FOR GOODS AND SERVICES, the QHSSE department shall be informed and shall follow up on

the request, ensuring that all applicable QHSSE Requirements are identified and communicated.

All contractors and subsequent subcontractors must satisfy several criteria before being selected and engaged to conduct work for/and on GYSBI's behalf. These criteria are outlined in:

- SC-FO-011 MICROSOFT ONLINE VENDOR PRE-QUALIFICATION FORM
- QH-FO-067 CONTRACTOR QHSSE EVALUATION ASSESSMENT FORM

Responsibility for screening subcontractors lies with the main contractor who must ensure that all company criteria are met before a job is subcontracted to another contractor to conduct work on behalf of GYSBI.

Contractor Classification

The company may make use of several different kinds of contractors, as described hereunder:

General Contractor

A person, persons, company or business entity that provides goods or services to GYSBI under the terms of a contract. Such contractors may be:

- Consultants that provide a service or professional advice for remuneration
- Contractors delivering a service as per purchase agreement
- Contractors appointed to perform maintenance and infrastructure services

Temporary Employees

A person who is employed within the group for a short period to perform a specific job or fill a void temporarily under a contract agreement.

Service Contractor

A person or company providing a service to GYSBI on a regular or as-needed basis including the likes of service technicians and suppliers for water bottles, septic disposal etc.

Contractor Responsibilities

Contractors engaged by GYSBI are responsible for ensuring that:

- All relevant personnel and equipment certificates required to complete the requested service are forwarded to GYSBI, before service commencement.
- The scope of work is understood.
- The latest GYSBI QHSSE documentation requirements are obtained.
- Suitable and sufficient risk assessments are conducted to assess, continuously monitor, and mitigate risks.
- Ensure compliance with the GYSBI minimum QHSSE requirements and Site Safety Procedure by its own personnel and/or its contractors.
- A QHSSE representative is appointed to monitor, guide, train, and manage safety issues.
- All issues and areas of concern relating to QHSSE are communicated with GYSBI.

Contractor Management

The way that contractors are managed is dependent on the job being undertaken. This means that the requirement for a formal written legal contract or a simple service agreement is based on the extent, magnitude, complexity, and cost of the project in question. This document must include information such as:

- Processes and procedures to be used to ensure compliance with QHSSE company policy.
- Site, plant, facilities, and activities it applies to.
- Clearly defined responsibilities of parties involved.
- Specific instructions on supplier evaluation procedure for appointment of subcontractors.

Depending on the nature of a job, if the duration and extent of the same being contracted is such that it will be done over several weeks or months, the QHSSE bridging process may be carried out utilizing QH-PL-026 GYSBI HSE BRIDGING DOCUMENT TEMPLATE, which will be updated following scheduled interface meetings with the relevant parties to establish alignment with GYSBI's QHSSE Requirements and identify roles and responsibilities of all parties involved.

Contractors must satisfy the criteria listed in QH-FO-138 BRIDGING DOCUMENT CHECKLIST which include but are not limited to:

- Evidence of safe work practices including but not limited to a documented QHSSE policy
- Proof of competence of employees in the capacity of their duties
- Proof of maintenance and certification of all equipment that will be used on GYSBI sites as required by law
- Document of resources allocated to QHSSE performance.

These documents must be separate from but can be part of any agreement to conduct a job or operation for GYSBI. If the contractor will be making use of the services of a subcontractor they must ensure, through a supplier evaluation process, that subsequent sub-contractor will conform to all pertinent GYSBI policies and procedures. The contractor is also responsible for monitoring his QHSSE record and compliance whilst on GYSBI sites.

Site Registration System

All contractor personnel working on sites operated by GYSBI are obligated to register via GYSBI's online Visitor Management System (VMS) Portal which serves the purpose of facilitating headcount in case of emergency as well as monitoring of movement of third-party personnel on GYSBI's sites.

Contractor Performance Monitoring

An integral part of contractor management is performance monitoring in line with safe systems of work (SSOW) employed by GYSBI. These performance monitoring assessments confirm contractor compliance with QHSSE requirements outlined in QH-FO-114 CONTRACTOR QHSSE PERFORMANCE MONITORING FORM.

In line with SC-PR-010 VENDOR MANAGEMENT PROCEDURE FOR GOODS AND SERVICES, the QHSSE department shall maintain a list of principal contractors whose work may present risks to personnel and the environment. QHSSE SHALL request relevant risk assessment documents from these contractors as part of the assessment along with other relevant information needed to assess performance.

Contractors are required to comply fully with GYSBI's QH-PR-009 RISK ASSESSMENT PROCEDURE and QH-PR-002 PERMIT TO WORK (PTW) PROCEDURE requirements to be deemed compliant. Contractors are responsible for updating GYSBI when documents previously shared have changed.

Note: GYSBI can request risk assessment documents from any contractor working on its sites that may not have been included in the List of Principal Contractors.

Incident Reporting and Investigation

If a contractor or one of their personnel has an accident whilst operating on a company site, they must inform the relevant GYSBI personnel immediately in line with QH-PR-001 INVESTIGATION-REPORTING PROCEDURE. Based on the nature of the incident, Drug and Alcohol tests shall be conducted as per QH-PO-007 DRUG, ALCOHOL, AND CONTRABAND POLICY requirements and they shall be required to conduct an incident investigation to identify the root cause and implement corrective actions to prevent recurrence.

6 RECORDS

- QH-FO-067 [Contractor QHSSE Evaluation Assessment Form.docx](#)
- QH-FO-094 [Vendor Pre-Assessment Evaluation Report.xlsx](#)
- QH-FO-096-A-C [Suppliers Pre-Qualification and Assessment Tracker.xlsx](#)
- QH-FO-114 [Contractor QHSSE Performance Monitoring Form.doc](#)
- QH-FO-139 [HSE Bridging Document Tracker.xlsx](#)
- QH-PL-026 [GYSBI HSE Bridging Document Template.docx](#)

REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	-	-	-	Initial release of document
2	-	-	-	-
3	4 Jun 2020	-	Michael James Sean Hill	-
4	13 Aug 2020	-	Michael James Sean Hill	Document layout changed to new company format
5	17 Sep 2021	-	Kurt Busuttil	QHSSE Manager designation removed
6	14 Jan 2022	-	Andrew Dowson	QH-176 -Contractor QHSSE Evaluation Assessment added as Reference Document for Audit and inspections.
7	07 Jul 2022	-	Kurt Busuttil	Updated Document Number
8	25 Jul 2024	Leah Milo	Elroy Vankennie	Document updated to the requirements of the Control of Documented Information Procedure and aligned to reflect current systems and processes in place.
9	05 Oct 2024	Leah Milo	Elroy Vankennie	Document updated to reflect current processes given the revision of relevant Supply Chain processes.

**GYSBI INDUSTRIAL
ESTATE - ENTRY &
EXIT PROCEDURE**

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**This procedure shall be used by all departments and updated by QHSSE
Department**

1 INTRODUCTION

The purpose of this procedure is to provide controls that will protect people, property and assets whereby should an undesired event occur GYSBI can account for all people on the Shore Base.

2 RESPONSIBILITY

- It shall be the responsibility of the Base Manager, QHSSE Manager/Supervisor and/or delegate to enforce adherence to this procedure.
- It shall be the responsibility of the QHSSE Manager and/or delegate to review this procedure at a minimum frequency of once a year or as changes arise.
- It shall be the responsibility of all GYSBI Personnel, Contractors, Tenants, and Visitors to adhere to this procedure.

3 REFERENCES

- QH-PR-007 [QHSSE Communication Procedure.docx](#)
- QH-PR-016 [Site Induction Procedure.docx](#)
- QH-PR-019 [Personal Protective Equipment \(PPE\) Procedure.docx](#)
- QH-PR-027 [Drug and Alcohol Testing Procedure.docx](#)
- QH-PO-007 [Drug, Alcohol and Contraband Policy.docx](#)
- QH-PL-002 [Emergency Response Strategy.docx](#)
- QH-PL-004 GYSBI Port Facility Security Plan
- QH-PL-005 [Traffic Management Plan.docx](#)

- QH-PL-012 [GYSBI Industrial Estate Emergency Response Plan.docx](#)

4 DEFINITIONS

Term	Definition
Alcohol	Consumable liquid containing ethanol (e.g., beer, wine, spirits) and powdered alcohol which can be reconstituted into an alcoholic drink.
Alcohol Test	A breath test conducted to detect the presence of Alcohol via: <ol style="list-style-type: none"> 1) Alcoblow Breathalyzer testing device (for initial testing) 2) Evidential Breathalyzer testing device (EBT) (for confirmatory testing)
Contractor	Any independent entity supplying services, goods, materials, equipment, or personnel to meet GYSBI's requirements
Tenant	One who occupies rented property at any of GYSBI's facilities, for business related reasons and requires frequent access.
Third-Party	An entity that is not directly involved in the execution of a legal agreement but is however involved in the facilitation of a transaction and is neither one of the primary parties.
Persons on Board (POB)	The number of persons present at GYSBI's respective sites and represents lives that depend on the effectiveness of the company's existing emergency response strategy and plans.
Visitor	One who temporarily accesses any of GYSBI's facilities for a short time, for business related reasons.
Visitor Management System (VMS)	GYSBI's online based registration portal which can be accessed via the following link: Register - GYSBI VMS

5 PROCESS DESCRIPTION

General Guidelines when entering GYSBI Industrial Estate (Annex)

1. Personnel (GYSBI employees and Tenants) arriving without their assigned GYSBI Electronic Access badges or Visitors who arrive for official business within the facility are only allowed to enter if they are on the approved Visitor Management System (VMS) pre-registered list, which is generated from completion of the online VMS registration and induction process. A valid physical, original form of nationally issued photographic identification such as passports, drivers licenses or identification cards (recorded during VMS registration) must be provided upon entry.
2. Access will not be granted to any person who has not previously registered on GYSBI's VMS.
3. Persons should be observant of all posted work areas, signs, safety cones, cordoned areas, caution tape barriers and adhere to directions from authorized facility staff when requested.
4. Persons should proceed directly to their designated site without deviation. Under no circumstances will any person be allowed into unauthorized areas of the facility.
5. Anyone found to be in unauthorized areas will be escorted from the facility with future access permanently prohibited.
6. All persons who return unsuccessful results for breath Alcohol confirmation tests and urine Drug (screen and/or confirmation) tests that have been done in line with QH-PR-027 DRUG AND ALCOHOL TESTING PROCEDURE will be denied entry and banned from all GYSBI facilities from that day/time forward.

7. Everyone entering the operational facility must have the following minimum Personal Protective Equipment (PPE) – Hard Hat, Safety Eye Wear, Hi-Vis Reflective Vest, Safety toed Footwear. No PPE means no entry.
8. PPE Exceptions - Exxon employees and their visitors who have PPE in the ExxonMobil office may drive directly to the parking lot to retrieve their PPE.

GYSBI reserves the right to deny entry to this facility, and permanently prohibit future access to anyone found breaking GYSBI rules and procedures.

GYSBI Industrial Estate (Annex) Entry Procedure – Vehicular Access (Plot 4)

GYSBI Annex Personnel & On-site Contractors/Tenants /Visitors (where applicable)

1. All vehicles requiring entrance must stop before the cones placed at the entrance of Plot 4.
2. All passengers must exit vehicles with their personal belongings (*e.g., bags and purses*) and access the base via the pedestrian walkway.
3. Security removes cone and vehicle enters the security checkpoint or buffer zone.
4. Upon entering the buffer zone, personnel are required to have their GYSBI Electronic Access badges (issued to all GYSBI employees and tenants). In the absence of GYSBI Electronic Access badges (or if non-functional) all GYSBI personnel, on-site Contractors and Tenants will be required to register online using the VMS, complete the induction, await approval by their selected approver and submit a valid QR Code, Pin or Identity Number to security. A valid form of nationally issued photographic identification such as passports, drivers licenses or identification cards must be provided to security to validate the identity of the person. Only the physical original identification documents will be accepted by

security (photocopies, digital scans and electronic images of documents will not be accepted). It must also be the same form of identification used to register in the VMS.

5. Vehicles are subjected to search. All hand carry luggage, bags, backpacks, and vehicles will be searched by Security.
6. The search of vehicles includes but is not limited to the following
 - a. **Trunk & Trunk Pockets**
 - b. **Glove compartment,**
 - c. **Door pockets**
7. The driver shall facilitate the search (*both within and upon exit of the vehicle*) by physically opening doors, trunks, bags, containers, and compartments.
8. Only after the search is completed and the Driver is cleared for entry (or checked into the VMS, where applicable) shall they be allowed to access to the card reader.
9. Driver to swipe in using badge reader at main security container and return to the vehicle.

Note: All designated badge readers are linked to the company's Genetec Software which is used to manage and monitor Persons on Board (POB).

10. Vehicle will then proceed to designated parking area and will reverse park.
11. All Third-Party Drivers and Visitors will be required to register online using the VMS and complete the induction, await approval by their selected approver and submit a valid QR Code or Pin or Identity Number to security. A valid form of nationally issued photographic identification such as passports, drivers licenses or identification cards must be provided to security to validate the identity of the person. Only the physical original identification documents will be accepted by security (*photocopies,*

digital scans and electronic images of documents will not be accepted). It must also be the same form of identification used to register in the VMS. Company badges are also accepted to only validate who the person is working for.

12. All third-party Drivers and other Visitors who are entering the base are subject to alcohol testing (breathalyzer) administered by security personnel. If a test is unsuccessful, and recognizing that several factors may contribute to this, a cooling off period of 15 minutes may be granted, after which the test may be retaken. All persons who test positive will be referred to the Medic who will administer a confirmatory test. The Donor shall be immediately accompanied by a QHSSE personnel to the QHSSE Office where they will await the arrival of the competent person to conduct a confirmation test using the Alco-sensor breathalyser. If the competent person cannot make it to the Annex, the GYSBI bus will be utilized to take the Donor accompanied by a QHSSE personnel to the Medical Centre at the Main Base where a confirmation test will be done using the Alco-sensor breathalyser.
13. Any Driver or Visitor that returns an unsuccessful test (positive alcohol test result) will be denied entry and banned from all GYSBI facilities from that day/time forward. Any Driver or Visitor who refuses to have the alcohol testing (breathalyzer) administered (initial or confirmation) will also be denied entry and banned from all GYSBI facilities. All concerned Clients, Tenants and Third parties will be informed of any such cases.
14. Upon successful completion of alcohol test, Drivers and Visitors will be issued the respective numbered Visitors' Electronic Access Badge; which will be recorded on the VMS dashboard by security or any other authorized personnel and collected from the Driver or Visitor upon their departure.

GYSBI Industrial Estate (Annex) Entry Procedure – Vehicular Access (Plot 7)

GYSBI Annex Personnel & On-site Contractors/Tenants /Visitors (where applicable)

1. All vehicles requiring entrance must stop before the cones at the entrance of Plot 7.
2. Vehicles are subjected to a search. All hand carry luggage, bags, backpacks, and vehicles will be searched by Security.
3. The search of vehicles includes but is not limited to the following
 - a. **Trunk & Trunk Pockets**
 - b. **Glove compartment,**
 - c. **Door pockets**
4. The driver shall facilitate the search (both within and upon exit of the vehicle) by physically opening doors, trunks, bags, containers, and compartments.
5. Only after the search is completed and the Driver is cleared for entry shall they be logged by Security.
6. Security will then log all personnel and vehicles accessing plot 7 using the VISITORS SHEET (QH-FO-066).
7. Security removes cone and vehicle will then proceed to designated parking area.
8. All third-party Drivers and other Visitors who are entering the base are subject to alcohol testing (breathalyzer) administered by security personnel. If a test is unsuccessful, and recognizing that several factors may contribute to this, a cooling off period of 15 minutes may be granted, after which the test may be retaken. All persons who test positive will be referred to the Medic who will administer a confirmatory test. The Donor shall be immediately accompanied by a QHSSE personnel to the QHSSE Office where they will await the arrival of the competent person to

conduct a confirmation test using the Alco-sensor breathalyser. If the competent person cannot make it to the Annex, the GYSBI bus will be utilized to take the Donor accompanied by a QHSSE personnel to the Medical Centre at the Main Base where a confirmation test will be done using the Alco-sensor breathalyser.

9. Any Driver or Visitor that returns an unsuccessful test (positive alcohol test result) will be denied entry and banned from all GYSBI facilities from that day/time forward. Any Driver or Visitor who refuses to have the alcohol testing (breathalyzer) administered (initial or confirmation) will also be denied entry and banned from all GYSBI facilities. All concerned Clients, Tenants and Third parties will be informed of any such cases.
10. Upon successful completion of alcohol test, Drivers and Visitors will be logged by Security into the VISITORS SHEET (QH-FO-066).

GYSBI Industrial Estate (Annex) Entry Procedure – Pedestrian Access

A. GYSBI Personnel & On-site Contractors/Tenants

1. All Passengers must exit vehicles with their personal belongings (e.g., bags and purses) and access the base via the pedestrian walkway.
2. Personnel are to prominently display their GYSBI Electronic Access badges upon entering the Plot 4 main entrance or Plot 7 entrance.
3. All bags and backpacks / baggage will be searched by Plot 4 and 7 security. Personnel will facilitate this by opening all compartments for security to inspect.
4. Security will log all personnel entering Plot 7.
5. Personnel entering via Plot 4 will then proceed to swipe at badge reader at the main security container at Plot 4 and proceed along the walkway to their destination.

B. Visitors

A visitor shall be defined as a person entering the Annex for a short-term period and not permanently stationed at the Annex.

1. Visitors who arrive for official business within the facility are only allowed to enter if they if they are on the approved VMS pre-registered list, which is generated from the online VMS registration and induction process.
2. Visitors who do not have their names on a pre-registered list will not be allowed to enter the facility, until they register using the VMS, conduct the online induction and are approved by their approver (the person they are visiting or confirming their visit).
3. All Visitors are required to present the QR Code or Pin obtained via email following approval by their approver or Identity Number, to the Main Gate Security to obtain numbered Visitor Electronic Access Badges. A valid form of nationally issued photographic identification such as passports, drivers licenses or identification card must be provided to security to validate the identity of the person. Only the physical original identification documents will be accepted by security (*photocopies, digital scans and electronic images of documents will not be accepted*). It must also be the same form of identification used to register in the VMS.
4. All Visitors are subject to alcohol testing (breathalyzer) administered by security personnel. If a test is unsuccessful, and recognizing that several factors may contribute to this, a cooling off period of 15 minutes may be granted, after which the test may be retaken. All persons who test positive will be referred to the Medic who will administer a confirmatory test. The Donor shall be immediately accompanied by a QHSSE personnel to the QHSSE Office where they will await the arrival of the competent person to conduct a confirmation test using the Alco-sensor breathalyser. If the competent person cannot make it to the Annex, the GYSBI bus will be utilized to take the Donor accompanied by a QHSSE personnel to the

Medical Centre at the Main Base where a confirmation test will be done using the Alco-sensor breathalyser.

5. Any visitor that returns an unsuccessful test (positive alcohol test result) will be denied entry and banned from all GYSBI facilities from that day/time forward. Any visitor who refuses to have the alcohol testing (breathalyzer) administered (initial or confirmation) will also be denied entry and banned from all GYSBI facilities. All concerned Clients, Tenants and Third Parties will be informed of any such cases.
6. Upon successful completion of alcohol test at Plot 4 or Plot 7, visitors entering via Plot 4 will be issued the respective numbered Visitors' Electronic Access Badge, which will be recorded on the VMS dashboard by security or any other authorized personnel and collected from the visitor upon their departure and visitors entering via Plot 7 will be required to SIGN IN and OUT on the VISITORS SHEET (QH-FO-066).

GYSBI Industrial Estate (Annex) Plots 4 & 7 Exit Procedure - Vehicles

1. Vehicles carrying passengers must stop to allow them to disembark before entering the search buffer zone.
2. Passengers must exit the vehicle and the base via the pedestrian walkway.
3. Vehicle arrive at the search buffer zone.
4. Vehicle is then subjected to a security check by Plot 4 or Plot 7 Security. The search of vehicles includes but is not limited to the trunk and glove compartment and may also include vehicle under carriage searches with the use of an under-carriage mirror. The driver will facilitate the search by opening doors and compartments.
5. Where registration was done using the VMS and Visitor Electronic Access Badge or Vehicle pass was obtained, personnel are required to present QR

Code, Pin or Identity Number provided at entry to Security to confirm check out and return the badge or pass.

6. Driver exiting at Plot 4 to swipe out at card reader and return access badge.
7. Driver exiting at Plot 7 to SIGN OUT on the VISITORS SHEET (QH-FO-066).
8. Security officer then signals to have traffic cones opened for the driver to proceed out of the area.

GYSBI Industrial Estate (Annex) Plots 4 & 7 Exit Procedure – Pedestrian

1. All passengers must exit vehicles and access the pedestrian walkway to exit the base.
2. Personnel will facilitate searches of any baggage on their person by opening all compartments to allow for security to inspect.
3. Pedestrian exiting at Plot 4 swipes at Main Security Hut and access the pedestrian gate to exit the base.
4. Where registration was done using the VMS and Visitor Electronic Access Badge was obtained, persons are required to present QR Code, Pin or Identity Number provided at entry to Security to confirm check out and return the badge.
5. Pedestrian visitors at Plot 7 will proceed to indicate to security that they are exiting facility and security will record exit time on VISITORS SHEET (QH-FO-066).
6. Once given all clear, the pedestrian can proceed to the exit.

Bringing Items INTO the Facility

Items (fixed or movable assets or to a lesser extent limited private property) from outside of the facility are generally permitted onto the facility. Items of a personal nature must be declared upon entry to security personnel. Those items that are

part of deliveries or business activities must be accompanied by a MATERIAL DISPATCH FORM (QH-FO-041) or other delivery notes or dispatch forms with an authorized signature.

Company owned Material belonging to third party companies or Tenants being delivered to warehouses must have at minimum accompanying delivery notes or pro forma.

Removing Items FROM the Facility

No one is permitted to take anything (fixed or movable assets or private property belonging to other personnel) from the facility unless accompanied by a MATERIAL DISPATCH FORM (QH-FO-041) with an authorized signature.

Company owned Material being transferred out of facility will require a Company Material Dispatch Form detailing items for removal with respective Supervisor authorization.

List of authorized signatories is to be provided to security for use in verification of approved Material Dispatch Forms.

Enforcement

Failure to comply with all points in this procedure may lead to denial of access into GYSBI Shore Base.

Appendix I: Vehicular Access Plot 7 (GYSBI Employees / Tenants / Contractors / Visitors)



Process Is Repeated When Vehicles Are Exiting the Facility.

Appendix II: Vehicular Access Plot 4 (GYSBI Employees / Tenants / Contractors / Visitors)



Process Is Repeated When Vehicles Are Exiting the Facility.

Appendix III: Pedestrian Access Plot 4 (GYSBI Employees / Tenants / Contractors / Visitors)



Process Is Repeated When Personnel Are Exiting the Facility.

Appendix IV: Pedestrian Access Plot 7 (GYSBI Employees / Tenants / Contractors / Visitors)



Process Is Repeated When Personnel Are Exiting the Facility.

Appendix VI: Examples of items being searched for

The below are examples of items being searched for but not limited to the following:



Guns And Ammunition

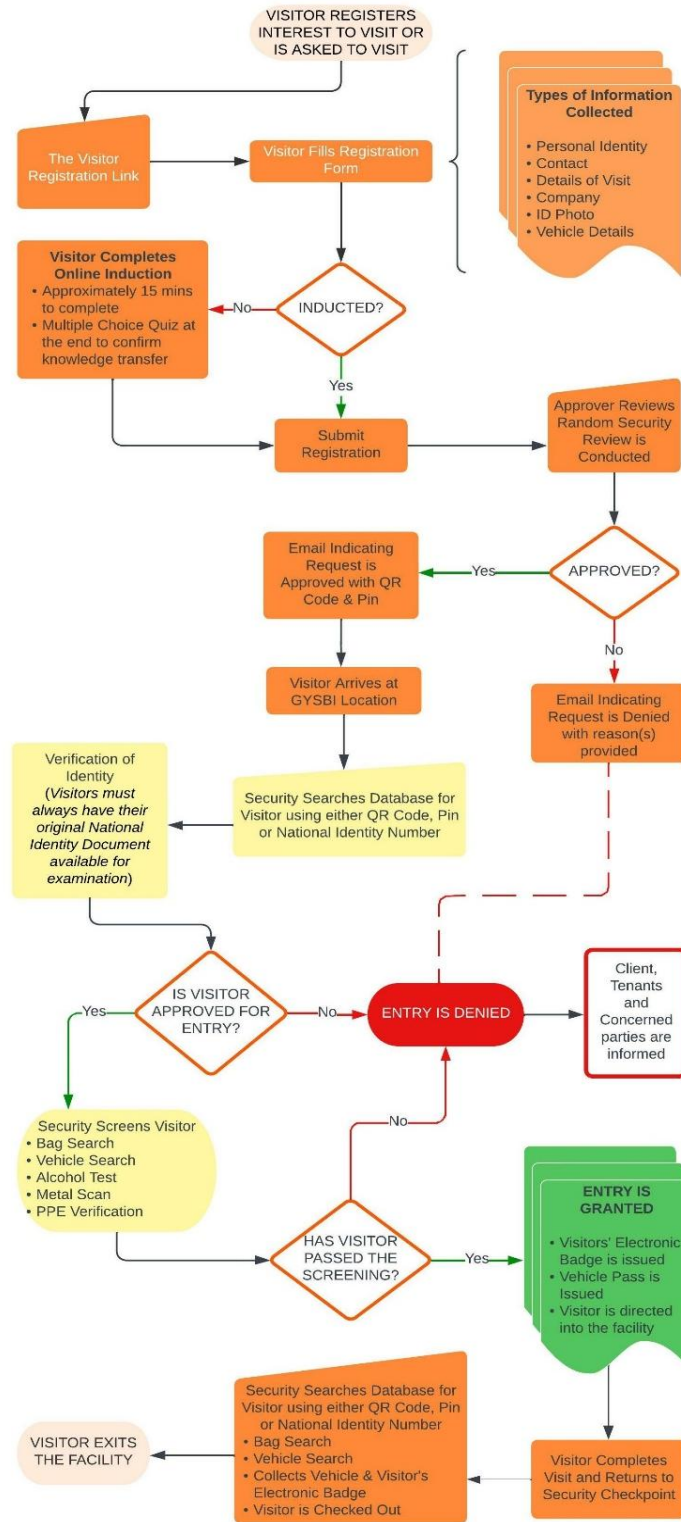


Alcohol

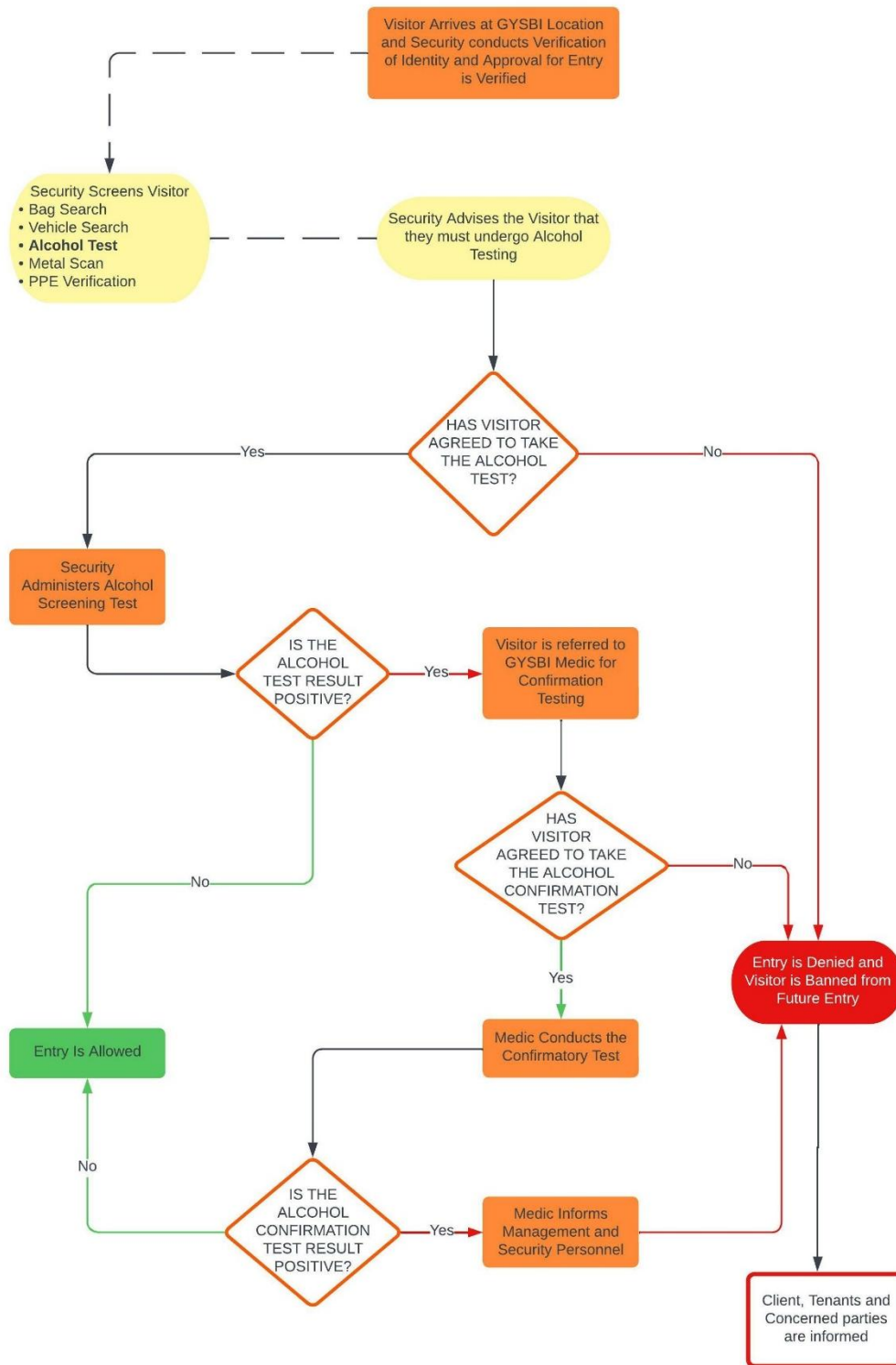


Offensive Weapons

Appendix VII: VMS FLOW CHART



Appendix VIII: ALCOHOL TESTING FLOW CHART



6 RECORDS

QH-FO-041 [Material Dispatch Form](#)

QH-FO-066 [Visitors Sheet.xlsx](#)

GYSBI's POB Management Genetec Database

GYSBI's VMS Database

REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	01 June 2022	-	Andy Dowson	Initial Release
2	07 Jul 2022	-	Kurt Busuttil	Updated Document Number
3	1 Apr 2024	Gregoria Vaughn	Andrew Dowson	<p>Entry and Exit procedure modified to include:</p> <ul style="list-style-type: none"> Alcohol testing requirements for all visitors and third-party drivers. Visitor Management System (VMS) registration, QR Code and Pin submission to Security to confirm check-in/check-out. Appendix for VMS and Alcohol Testing Flow Charts. Requirement for submission of physical original identification documents recorded in the VMS during registration. Requirements for bringing items into the facility. <p>Further updates to procedure include addition of:</p> <ul style="list-style-type: none"> VMS registration link Key terms definitions Responsibility <p>Removed requirements for visitors to lodge photographic ID with security when entering Annex. Document format updated to the requirements of the Control of Documented Information Procedure.</p>
4	11 Sep 2024	Leah Milo	Elroy Vankennie	Document updated to reflect site entry restrictions (ban) associated with the unsuccessful return of a urine drug (screen and/or confirmation) test in line with QH-PR-027 DRUG AND ALCOHOL TESTING PROCEDURE.
5	18 Oct 2024	Leah Milo	Kurt Busuttil	Document updated to reflect the utilization of Genetec Software to manage POB.

GYSBI PORT FACILITY -
ENTRY &
EXIT PROCEDURE

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**This procedure shall be used by all departments and updated by QHSSE
Department**

1 INTRODUCTION

At Guyana Shore Base Inc. (GYSBI), stringent security measures have been developed and implemented to ensure that all persons accessing the premises are able to do so seamlessly, in a controlled manner, given the multi-user nature of the facility.

The purpose of this procedure is to provide entry and exit controls that aim to protect people, property, and assets within GYSBI's facilities. If an undesired event occurs, it will allow GYSBI to account for all persons at the Port Facility.

2 RESPONSIBILITY

- It shall be the responsibility of the Base Manager, QHSSE Manager/Supervisor and/or delegate to enforce adherence to this procedure.
- It shall be the responsibility of the QHSSE Manager and/or delegate to review this procedure at a minimum frequency of once a year or as changes arise.
- It shall be the responsibility of all GYSBI Personnel, Contractors, Tenants, and Visitors to adhere to the requirements outlined in this procedure.

3 REFERENCES

- QH-PR-007 [QHSSE Communication Procedure.docx](#)
- QH-PR-016 [Site Induction Procedure.docx](#)
- QH-PR-019 [Personal Protective Equipment \(PPE\) Procedure.docx](#)
- QH-PR-027 [Drug and Alcohol Testing Procedure.docx](#)

- QH-PO-007 [Drug, Alcohol and Contraband Policy.docx](#)
- QH-PL-002 [Emergency Response Strategy.docx](#)
- QH-PL-004 GYSBI Port Facility Security Plan
- QH-PL-005 [Traffic Management Plan.docx](#)
- QH-PL-015 [GYSBI Port Facility Emergency Response Plan.docx](#)
- QH-WI-001 [Emergency Override Of Electronic Security Barrier System](#)

4 DEFINITIONS

Term	Definition
Alcohol	Consumable liquid containing ethanol (e.g., beer, wine, spirits) and powdered alcohol which can be reconstituted into an alcoholic drink.
Alcohol Test	A breath test conducted to detect the presence of Alcohol via: <ol style="list-style-type: none"> 1) Alcoblow Breathalyzer testing device (for initial testing) 2) Evidential Breathalyzer Testing (EBT) device (for confirmatory testing)
Contractor	Any independent entity supplying services, goods, materials, equipment, or personnel to meet GYSBI's requirements
Tenant	One who occupies rented property at any of GYSBI's facilities, for business-related reasons and requires frequent access.
Third-Party	An entity that is not directly involved in the execution of a legal agreement but is however involved in the facilitation of a transaction and is neither one of the primary parties.

Persons on Base (POB)	The number of persons present at GYSBI's respective sites and represents lives that depend on the effectiveness of the company's existing emergency response strategy and plans.
Vessel Crew Personnel	One who works on a Vessel and is required to pass through GYSBI's Port Facility to embark or after disembarking same.
Visitor	One who temporarily accesses any of GYSBI's facilities for a short time, for business related reasons.
Visitor Management System (VMS)	GYSBI's online based registration portal which can be accessed via the following link: Register - GYSBI VMS

5 PROCESS DESCRIPTION

General Guidelines for Entry to GYSBI's Port Facility

1. Personnel (GYSBI employees and Tenants) arriving without their assigned GYSBI Electronic Access badges or Visitors who arrive for official business within the facility are only allowed to enter if they are on the approved Visitor Management System (VMS) pre-registered list, which is generated from completion of the online VMS registration and induction process. A valid physical, original form of nationally issued photographic identification such as passports, Driver's licenses, or identification cards (recorded during VMS registration) must be provided upon entry.
2. Access will not be granted to any person who has not previously registered on GYSBI's VMS.
3. Persons should be observant of all posted work areas, signs, safety cones, cordoned areas, caution tape barriers and adhere to directions from authorized facility staff when requested.

4. Persons should proceed directly to their designated site without deviation. Under no circumstances will any person be allowed into unauthorized areas of the facility.
5. Anyone found to be in unauthorized areas will be escorted from the facility with future access permanently prohibited.
6. All persons who return unsuccessful results for breath Alcohol confirmation tests and urine Drug (screen and/or confirmation) tests that have been done in line with QH-PR-027 DRUG AND ALCOHOL TESTING PROCEDURE will be denied entry and banned from all GYSBI facilities from that day/time forward.
7. Everyone entering the operational facility must have the following minimum Personal Protective Equipment (PPE) – Hard Hat, Safety Eye Wear, Hi-Vis Reflective Vest, Safety-toed Footwear. No PPE means no entry.
8. PPE Exceptions - Exxon employees and their visitors who have PPE in the ExxonMobil Field Office may drive directly to the parking lot to retrieve their PPE. GYSBI employees may drive directly to the Man Camp, Administrative or Field Office Building to retrieve their PPE.

GYSBI reserves the right to deny entry to this facility, and permanently prohibit future access to anyone found breaking GYSBI rules and procedures.

GYSBI Port Facility Entry Procedure – General Vehicular Access

GYSBI Personnel and On-site Contractors/Tenants/Visitors

1. Vehicles carrying passengers must stop at the designated pedestrian disembarkation point.
2. All passengers must exit vehicles with their personal belongings (e.g., bags and purses) at the designated pedestrian disembarkation point and access the base via the pedestrian walkway.

3. Security to remove the traffic cone and direct the Driver to enter the security checkpoint search buffer zone (demarcated by yellow lines on the driveway). Only 2 vehicles are allowed at a time. All vehicles awaiting their turn to be searched must be queued starting at the pedestrian disembarkation point
4. Upon entering the buffer zone, personnel are required to have their GYSBI Electronic Access badges (issued to all GYSBI employees and Tenants) prominently displayed.
5. All GYSBI personnel parking in the Primary Parking Area located in the vicinity of the Administration building are required to have a GYSBI-issued parking pass.
6. They are not allowed to take their vehicles to work zones.
7. In the absence of the GYSBI Electronic Access badges (or if non-functional) all GYSBI personnel, on-site Contractors and Tenants will be required to register online using the VMS, complete the induction, await approval by their selected approver and submit a valid QR Code, Pin or Identity Number to security. A valid form of nationally issued photographic identification such as passports, Drivers licenses or identification cards must be provided to security to validate the identity of the person. Only the physical original identification documents will be accepted by security (*photocopies, digital scans and electronic images of documents will not be accepted*). It must also be the same form of identification used to register in the VMS. Vehicular passes, required for parking in the Secondary Parking Area shall be supplied once applied for during the online VMS registration process and recorded in the VMS Dashboard.
8. Security shall conduct vehicle searches and check Drivers into the VMS where necessary.
9. All hand-carried luggage, storage containers, bags, backpacks, and vehicles are subject to search by Security.

-
10. The search of vehicles includes but is not limited to the following:
 - a. Trunk & Trunk Pockets
 - b. Glove compartment and Center Console,
 - c. Door pockets
 - d. Under Seats
 - e. May also include under-carriage searches with the use of an under-carriage mirror.
 11. The Driver shall facilitate the search (*both within and upon exit of the vehicle*) by physically opening doors, trunks, bags, containers, and compartments.
 12. Only after the search is completed and the Driver is cleared for entry (or checked into the VMS, where applicable) shall they be allowed to access or drive to the badge reader.
 13. Driver to swipe in using GYSBI Electronic Access Badges at the badge reader located along the center of the driveway. Occasionally the Driver may have to exit the vehicle if the badge reader is out of reach (i.e., vehicle not in proximity or vehicle is left-hand drive).

Note: All designated badge readers are linked to the company's Genetec Software which is used to manage and monitor Persons on Base (POB).
 14. Vehicle to proceed slowly through the barrier only if the traffic light indicates "green" and the barrier is in a "vertical position and lighted green".
 15. The use of undercarriage mirrors for automobile searches and metal detector wands for personnel searches shall be at the Security Coordinator's and or QHSSE Manager's/Supervisor's discretion. Use of these devices and/or any other devices necessary will be dependent on the perceived security risk, prevailing conditions, policy guidance and security intelligence received.

-
16. Passengers, following the security screen and search, swipe in, proceed through the turnstile and along the walkway to return to the vehicle once it is beyond the second barrier.

GYSBI Port Facility Entry Procedure – Vehicular Access (Northern Access Gate)

GYSBI Personnel and On-site Contractors/ Tenants/Visitors (where applicable)

1. In addition to the General Vehicular Access procedures, the Northern access gate will be used to facilitate entry and exit to the following categories of vehicles:
 - i. Small vehicles such as bicycles, motorcycles, cars, minibuses, 4x4 pick-ups/SUVs and small canter trucks.
 - ii. Larger vehicles such as medium and large sized canter trucks, trucks/lorries and low bed trailers (based on prior approval on case-by-case basis.)
2. Vehicles are required to exit through the gate they entered.
3. Vehicles conducting pipe transfer operations will be allowed to enter through one gate and exit through another if the situation demands such.
4. **NO** vehicles are to be parked on the humped road leading to the Northern access gate.
5. **NO** drop-offs are to be made along the driveway leading up to the Northern access gate.
6. Passengers are to disembark vehicles (that do not need to enter the Base) at the end of the driveway and walk in.
7. All third-party Drivers and other Visitors who are driving are subject to alcohol testing (breathalyzer) administered by security personnel. If a test is unsuccessful, and recognizing that several factors may contribute to this, a cooling off period of 15 minutes may be granted, after which the test may

be retaken. All persons who test positive will be referred to the Medic who will administer a confirmatory test. Any Driver or Visitor that returns an unsuccessful test (positive alcohol test result) will be denied entry and banned from all GYSBI facilities from that day/time forward. Any Driver or Visitor who refuses to have the alcohol testing (breathalyzer) administered (initial or confirmation) will also be denied entry and banned from all GYSBI facilities. All concerned Clients, Tenants and Third parties will be informed of any such cases.

8. Upon successful completion of alcohol test, Drivers and Visitors will be issued the respective numbered Visitors' Electronic Access Badge, which will be recorded on the VMS dashboard by security or any other authorized personnel and collected from the Driver or Visitor upon their departure.

GYSBI Port Facility Entry Procedure – Vehicular Access (Southern Access Gate)

GYSBI Personnel and On-site Contractors/ Tenants/Visitors (where applicable)

1. In addition to the General Vehicular Access procedures, the Southern access gate will be used to facilitate entry and exit to the following categories of vehicles:
 - i. Vehicles conducting pipe transfers.
 - ii. Small vehicles such as 4x4 pick-ups and small canter trucks providing escort to larger vehicles.
 - iii. Larger vehicles such as medium and large sized canter trucks, trucks/lorries and low bed trailers.
2. All GYSBI-owned vehicles using this access gate MUST follow the directions of the Traffic Police (when present) and/or the traffic light located at the Mc Doom Public Road Junction (in the vicinity/opposite the Gafoor's Access Road).

3. GYSBI Drivers and Drivers of On-site Contractors/Tenants are required to swipe in with their GYSBI Electronic Access badges. In the absence of GYSBI Electronic Access badges (or if non-functional) all GYSBI personnel, on-site Contractors and Tenants will be required to register online using the VMS, complete the induction, await approval by their selected approver and submit a valid QR Code, Pin or Identity Number to security. A valid form of nationally issued photographic identification such as passports, Drivers licenses or identification cards must be provided to security to validate the identity of the person. Only the physical original identification documents will be accepted by security (photocopies, digital scans and electronic images of documents will not be accepted). It must also be the same form of identification used to register in the VMS.
4. All Third-Party Drivers and Porters will be required to register online using the VMS and complete the induction, await approval by their selected approver and submit a valid QR Code or Pin or Identity Number to security. A valid form of nationally issued photographic identification such as passports, Drivers licenses or identification cards must be provided to security to validate the identity of the person. Only the physical original identification documents will be accepted by security (*photocopies, digital scans and electronic images of documents will not be accepted*). It must also be the same form of identification used to register in the VMS. Company badges are also accepted to only validate who the person is working for.
5. All Third-party Drivers and Porters are subjected to alcohol testing (breathalyzer) administered by security personnel. If a test is unsuccessful, and recognizing that several factors may contribute to this, a cooling off period of 15 minutes may be granted, after which the test may be retaken. All persons who test positive will be referred to the Medic who will administer a confirmatory test. Any Driver or Porter that returns an unsuccessful test

(positive alcohol test result) will be denied entry and banned from all GYSBI facilities from that day/time forward. Any Driver or Porter who refuses to have the alcohol testing (breathalyzer) administered (initial or confirmation) will also be denied entry and banned from all GYSBI facilities. All concerned Clients, Tenants and Third parties will be informed of any such cases.

6. Upon successful completion of the alcohol test, Drivers and Porters will be issued the respective numbered Visitors' Electronic Access Badge, which will be recorded on the VMS dashboard by security or any other authorized personnel and collected from the Driver and Porter upon their departure.
7. **NO** pedestrian traffic is allowed through this Southern access gate except GYSBI personnel facilitating cargo transfers between the Annex and Main Base (QHSSE Advisors, designated Operations personnel along with Traffic Police).
8. **NO** vehicles are to be parked on the access road leading to the Southern access gate.
9. Vehicles conducting pipe transfer operations will be allowed to enter through one gate and exit through another if the situation demands such.

GYSBI Port Facility Entry Procedure – General Tenant Access

1. Upon execution of Lease Agreements, Tenants are required to provide a list of persons who will be accessing the leased premises regularly. These should only be Tenant representatives requiring access to the Tenant's leased premises at a minimum of once a week, or more. Any Tenant representatives requiring access to the premises less than once a week will be classed as "Tenant Visitors" and should follow all visitor access guidelines.
2. The Tenant will be responsible for appointing at least one representative who will be assigned VMS approver, to screen visitors' requests and

grant/deny access accordingly to the designated premises. The representative will then receive a short training session (either by email, online or in person) on the VMS process applicable for Visitors.

GYSBI Port Facility Entry Procedure – Issuance of Access Badges (Tenants)

The issuing of GYSBI's electronic identification badges to Staff of Tenants will only be done based on the approval of the following:

Exxon / SBM:

- Logistics Operations Superintendent
- Marine Superintendent
- Marine Operation Advisor
- Supply Chain Supervisor

Environmental and Technical Solutions Inc Guyana (ETSI-GY):

- General Manager

Sustainable Environmental Solutions (SES):

- General Manager
- Operations Manager
- Human Resource Manager

The Tenant is responsible for ensuring that persons being issued with Tenant Badges have successfully completed background checks and are without a criminal record.

1. After completing GYSBI's safety induction, GYSBI will internally process access badge requests and the Tenant representatives will be contacted when the access badges are ready for issuance. The Tenant representative will need to present the same form of valid nationally issued photographic identification used to register in the VMS, such as passports, Driver's licenses

or identification cards for their identity to be validated. Only the physical original identification documents will be accepted by security (photocopies, digital scans and electronic images of documents will not be accepted).

2. Once an access badge has been issued, the Tenant can come and go freely using their badge.
3. The badges should be worn at all times while on the premises.
4. The access badges must be relinquished to Security on expiration of the Lease Agreement, or if no longer needed by the Tenant representative. The access badges remain the property of GYSBI at all times.
5. All tenant employees are subjected to all QHSSE rules and regulations including the Entry/Exit Procedures.

In addition, it is recognized and understood that periodically GYSBI will be requested to facilitate issuance of badges to project personnel or contractors of third-party entities fulfilling tenant or partner-based work; this will be reviewed and facilitated on a case-by-case basis.

GYSBI Port Facility Entry Procedure - General Visitor Access

A visitor shall be defined as a person entering the GYSBI Port Facility for a short-term period and not permanently stationed at the shore base.

1. Visitors who arrive for official business within the facility are only allowed to enter if they are on the VMS pre-registered list and have been approved after completing the online VMS registration and induction process.
2. Visitors not on a pre-registered list will not be allowed to enter the facility, until they register using the VMS, conduct the online induction, and are approved by their approver (the person they are visiting or confirming their visit).
3. All Visitors are required to present the QR Code or Pin obtained via email following approval by their approver or Identity Number, to the Main Gate

Security to obtain numbered Visitor Electronic Access Badges. A valid form of nationally issued photographic identification such as passports, Drivers license or identification cards must be provided to security to validate the identity of the person. Only the physical original identification documents will be accepted by security (*photocopies, digital scans and electronic images of documents will not be accepted*). It must also be the same form of identification used to register in the VMS.

4. All visitors are subject to alcohol testing (breathalyzer) administered by security personnel. If a test is unsuccessful, and recognizing that several factors may contribute to this, a cooling off period of 15 minutes may be granted, after which the test may be retaken. All persons who test positive will be referred to the Medic who will administer a confirmatory test. Any visitor that returns an unsuccessful test (positive alcohol test result) will be denied entry and banned from all GYSBI facilities from that day/time forward. Any Visitor who refuses to have the alcohol testing (breathalyzer) administered (initial or confirmation) will also be denied entry and banned from all GYSBI facilities. All concerned Clients, Tenants and Third parties will be informed of any such cases.
5. Upon successful completion of alcohol test, visitors will be issued the respective numbered Visitors' Electronic Access Badge and vehicle pass (if required); which will be recorded on the VMS dashboard by security or any other authorized personnel and collected from the visitor upon their departure.
6. All Visitors seeking entry with a vehicle will be subjected to all vehicular entry procedures as stated under **General Vehicular Access, Vehicular Access (Northern Access Gate)** and **Vehicular Access (Southern Access Gate)**.

GYSBI Port Facility Entry Procedure – Pedestrian Access

I. GYSBI Personnel and On-site Contractors/Tenants

1. All Passengers must exit vehicles with their personal belongings (e.g., *bags and purses*) and access the base via the pedestrian walkway.
2. Personnel are to prominently display their GYSBI Electronic Access badges upon entering the Main Gate. Failure to present an access badge will prohibit access.
3. In the absence of the GYSBI Electronic Access badges (or if non-functional) all GYSBI personnel, on-site contractors and Tenants will be required to register online using the VMS and complete the induction, await approval by their selected approver and submit QR Code or Pin or Identity Number to security. A valid form of nationally issued photographic identification such as passports, Drivers licenses or identification card must be provided to security to validate the identity of the person. Only the physical original identification documents will be accepted by security (*photocopies, digital scans and electronic images of documents will not be accepted*). It must also be the same form of identification used to register in the VMS.
4. Pedestrian traffic is ONLY allowed through the Northern access gate.
5. **NO** pedestrian traffic is allowed through the Southern access gate except GYSBI personnel facilitating cargo transfers between the GYSBI Industrial Estate (GIE/Annex) and Port Facility (QHSSE Advisors, designated Operations personnel along with Traffic Police).
6. All storage containers, bags and backpacks will be searched by Main Gate security.
7. Personnel may also be subject to search via Metal Detector Wand to determine if any hidden offensive weapons or prohibitive items are present. If any such items are found personnel will be denied entry.
8. Personnel will then proceed to swipe at the turnstile and proceed along the walkway to their destination.

II. Visitors

1. Visitors who arrive for official business within the facility are only allowed to enter if they are on the approved VMS pre-registered list, which is generated from the online VMS registration and induction process.
2. Visitors who do not have their names on a pre-registered list will not be allowed to enter the facility, until they register using the VMS, conduct the online induction and are approved by their approver (the person they are visiting or confirming their visit).
3. All Visitors are required to present the QR Code or Pin obtained via email following approval by their approver or Identity Number, to the Main Gate Security to obtain numbered Visitor Electronic Access Badges. A valid form of nationally issued photographic identification such as passports, Drivers licenses or identification card must be provided to security to validate the identity of the person. Only the physical original identification documents will be accepted by security (*photocopies, digital scans and electronic images of documents will not be accepted*). It must also be the same form of identification used to register in the VMS.
4. All Visitors are subject to alcohol testing (breathalyzer) administered by security personnel. If a test is unsuccessful, and recognizing that several factors may contribute to this, a cooling off period of 15 minutes may be granted, after which the test may be retaken. All persons who test positive will be referred to the Medic who will administer a confirmatory test. Any visitor that returns an unsuccessful test (positive alcohol test result) will be denied entry and banned from all GYSBI facilities from that day/time forward. Any visitor who refuses to have the alcohol testing (breathalyzer) administered (initial or confirmation) will also be denied entry and banned from all GYSBI facilities. All concerned Clients, Tenants and Third Parties will be informed of any such cases.

5. Upon successful completion of the alcohol test, visitors will be issued the respective numbered Visitors' Electronic Access Badge, which will be recorded on the VMS dashboard by security or any other authorized personnel and collected from the visitor upon their departure.

GYSBI Port Facility Entry Procedure – Vessel Crew Personnel

I. Vehicular and Pedestrian Access (Northern Entrance)

1. Notice of arrival of crew change transport is provided by EEPGL representative to the Security Coordinator and the QHSSE Manager/Supervisor who will be responsible for advising the security team stationed at GYSBI's Northern Entrance.
2. All Vessel Crew personnel and associated third-party Drivers are required to register using the VMS and complete the online induction prior to arrival at the site.
3. Dedicated transportation service by EEPGL and affiliates will transport Vessel Crew personnel to GYSBI.
4. Vehicle carrying Vessel Crew passengers must stop at the designated pedestrian disembarkation point.
5. All Vessel Crew passengers must exit vehicles at the designated disembarkation point and access the base via the pedestrian walkway.
6. Personal belongings of Vessel Crew personnel (e.g., bags and purses) shall remain in the vehicle, and are subject to searches as may be requested by security personnel.
7. Security to remove the traffic cone and direct the Driver to enter the security checkpoint search buffer zone (demarcated by red lines on the driveway).
8. All vehicles entering the security checkpoint or buffer zone are subject to search by security.

-
9. Security shall conduct vehicle searches and where necessary check Driver into the VMS.
 10. Upon entering the buffer zone, the Driver shall facilitate the search (both within and upon exit of the vehicle) by physically opening doors, trunks and compartments.
 11. The search of vehicles includes but is not limited to the following:
 - a. Trunk & Trunk Pockets
 - b. Glove compartment and Center Console,
 - c. Door pockets
 - d. Under Seats
 - e. May also include under carriage searches with the use of an under-carriage mirror
 12. All Vessel Crew personnel and associated third-party Drivers are required to present the QR Code or Pin obtained via email following approval by their approver or Identity Number, to the Main Gate Security to obtain Visitor Electronic Access Badges. Identity of Vessel Crew personnel and third-party Drivers will be verified when they present their national identification document. Only the physical original identification documents will be accepted by security (*photocopies, digital scans and electronic images of documents will not be accepted*). It must also be the same form of identification used to register in the VMS.
 13. If the third-party Driver has a GYSBI Issued Electronic Access badge (under Tenant) they are required to swipe in at badge reader located along the center of the driveway.
 14. Vessel Crew personnel and their third-party Drivers are subject to alcohol testing (breathalyzer) administered by security personnel. If a test is unsuccessful, and recognizing that several factors may contribute to this, a cooling off period of 15 minutes may be granted, after which the test may

-
- be retaken. All persons who test positive will be referred to the Medic who will administer a confirmatory test.
- a. Any Driver that returns an unsuccessful test (positive alcohol test result) will be denied entry and banned from all GYSBI facilities from that day/time forward.
 - b. Vessel Crew personnel returning an unsuccessful test (positive alcohol test result) will be reported and referred to EEPGL to be dealt with.
15. Upon successful completion of alcohol tests, Vessel Crew personnel and associated third-party Drivers will be issued the respective numbered Visitors' Electronic Access Badge, which will be recorded on the VMS dashboard by security or any other authorized personnel and collected from the Vessel Crew personnel and third-Party Driver upon their departure.
16. Only after the search is completed and the Driver is cleared for entry (or checked into the VMS, where applicable) shall they be allowed to access or drive to the card reader.
17. Driver to swipe in using GYSBI Electronic Access Badges at badge reader located along the center of the driveway. Occasionally the Driver may have to exit the vehicle if the badge reader is out of reach (i.e., vehicle not in proximity or vehicle is left hand drive).
18. Vehicle to proceed slowly through the barrier only if the traffic light indicates "green" and the barrier is in a "vertical position and lighted green".
19. Vessel Crew personnel are to swipe in using the GYSBI issued Visitors' Electronic Access Badge to proceed through turnstile and along the walkway to return to the vehicle once it is beyond the second barrier.
20. Vehicle(s) carrying Passenger(s) are to be directed to the PPE Free Zone at the Field Office Parking Lot.

21. Vessel Crew personnel and associated Drivers are not allowed to exit the vehicle at any unauthorized location on the base. No baggage is allowed to be removed from the vehicle at any unauthorized location on the base.
22. Given confirmation to proceed from the Operations crew on the Wharf, the vehicle will be driven directly to the Vessel gangway of the designated Berth to drop off (or pick up) Vessel Crew Change personnel. The Driver shall always remain in the vehicle.
23. Vessel Crew personnel, before boarding Vessels (to go offshore for an extended period), will be required to swipe out at Card Readers stationed at either Berths 1 or 2, then submit Visitor Electronic Access Badges to Security present on the Wharf.
- Note: this does not apply to personnel temporarily boarding vessels to provide services.*



Figure 1: Picture showing the PPE free zone, drop-off zones and Card Readers.

II. Vessel Crew Port Entry

1. Vessel Crew personnel, when arriving from port side are required to register using the VMS and complete the online induction (if not initially done) prior to disembarking the Vessels to access the site from the port.

2. Registered Vessel Crew personnel are required to present the QR Code or Pin obtained via email following approval by their approver or Identity Number, to the Security stationed at the Wharf to obtain Visitor Electronic Access Badges.
3. They will be checked in by security at the Wharf and must swipe the Visitor Electronic Access Badges at either Berths 1 or 2 before boarding any crew change vehicle provided for their transport off-site.

These requirements shall also be applied for temporary or short-term shore leave of all Vessel Crew personnel.

GYSBI Port Facility Exit Procedures – Vehicles

GYSBI Personnel, On-site Contractors/Tenants, Visitors and Vessel Crew

Change Drivers

1. Vehicles carrying passengers must stop to allow them to disembark before entering the search buffer zone.
2. Passengers must exit the vehicle and the base via the pedestrian walkway and turnstile.
3. Security directs the Driver to enter the search buffer zone. Only 2 vehicles are allowed at a time, all vehicles awaiting their turn to be searched must be queued upon guidance of security personnel.
4. Security to conduct vehicle searches and where necessary check Drivers out of the VMS.
5. Where registration was done using the VMS and Visitor Electronic Access Badge or Vehicle pass was obtained, personnel are required to present QR Code, Pin or Identity Number provided at entry to Security to confirm check out and return the badge or pass.
6. Only after the search is completed and the Driver is cleared for exit shall they be allowed to access or drive to the card reader.

7. Driver to swipe out at badge reader and return access badge.
8. Vehicle to proceed slowly through the barrier only if the traffic light indicates “green” and the barrier is in a “vertical position and lighted green”.
9. Pedestrians re-enter the vehicle once it has cleared the exit barrier.

Vehicles (Southern Gate)

GYSBI Drivers and Drivers of On-site Contractors/Tenants are required to swipe out with their GYSBI Electronic Access badges.

Where registration was done using the VMS and Visitor Electronic Access Badge was obtained, personnel are required to present QR Code, Pin or Identity Number provided at entry to Security to confirm check out and return the badge.

All Third-Party Drivers and Porters are required to present QR Code, Pin or Identity Number provided at entry to Security to confirm check out and return the Visitor Electronic Access Badge.

GYSBI Port Facility Exit Procedure – Pedestrian

GYSBI Personnel, On-site Contractors/Tenants, Visitors and Vessel Crew Change Personnel

1. All passengers must exit vehicles and access the pedestrian walkway to exit the base.
2. Pedestrian swipes at the turnstiles and proceeds to security.
3. All Storage containers, bags and backpacks will be searched by Main Gate security.
4. Where registration was done using the VMS and Visitor Electronic Access Badge was obtained, persons are required to present QR Code, Pin or

Identity Number provided at entry to Security to confirm check out and return the badge.

5. Once given all clear, the pedestrian can proceed to the exit.
6. Passengers re-enter the vehicle once it has cleared the exit barrier.

Bringing Items INTO the Facility

Items (fixed or movable assets or to a lesser extent limited private property) from outside of the facility are generally permitted onto the facility. Items of a personal nature must be declared upon entry to security personnel. Those items that are part of deliveries or business activities must be accompanied by a MATERIAL DISPATCH FORM (QH-FO-041) or other delivery notes or dispatch forms with an authorized signature.

Company-owned materials belonging to third-party companies or Tenants being transferred onto vessels must be accompanied by a Company Material Dispatch Form detailing items for transfer with respective Supervisor authorization. Materials being delivered to warehouses must have at minimum accompanying delivery notes or pro forma.

Removing Items FROM the Facility

No one is permitted to take anything (fixed or movable assets or private property belonging to other personnel) from the facility unless accompanied by QH-FO-041 MATERIAL DISPATCH FORM with an authorized signature.

Company owned Material being transferred out of facility will require a Company Material Dispatch Form detailing items for removal with respective Supervisor authorization.

List of authorized signatories is to be provided to security for use in verification of approved Material Dispatch Forms.

Persons Who Do Not Satisfy the Entry Requirements

Failure to comply with all points in this procedure may lead to denial of access to GYSBI's Port Facility.

Failure to satisfy the minimum entry requirements will result in denial of access to GYSBI's Port Facility.

Redirecting Vehicles to Exit from the Entry Buffer Zone at the Northern Entrance

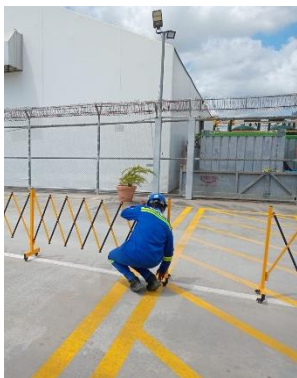
Persons seeking entry via vehicles who have failed to satisfy the minimum requirements to enter GYSBI's site shall be redirected to exit the security buffer zone via the following protocols:

- **Step 1** – Once it is established that Persons/vehicles do not meet GYSBI's entry requirements at the Northern Entrance, security will advise the Driver of the need to exit the facility and the process of doing so – vehicle to turn from the eastern half (entry lane) into the western half - exit lane from buffer zone 2.
- **Step 2** – If the vehicle is in buffer zone 1, security will ensure that buffer zone 2 is clear. If it is not clear, security will stop all incoming vehicles. They will then proceed to direct all vehicles, starting with the last in line, to slowly reverse one at a time, to ensure that buffer 2 becomes clear. All vehicles are to remain at a stop.
- **Step 3** - Security will direct the vehicle exiting to reverse into buffer zone 2 (no need to reverse if it was already in buffer zone 2).
- **Step 4** - Once the vehicle is in buffer zone 2, Security will advise the Driver to shut off or exit their vehicle to safely facilitate the retractable barrier opening process.
- **Step 5** - Security will ensure that all vehicles are cleared from both buffer zones 1 and 2 in the western half (exit lane) and in buffer zone 2 in the eastern half (entry lane). Once cleared, security will ensure that all other vehicles exiting and entering are stopped before the buffer zones and

advised to wait until security signals them to proceed after the turning vehicle exits the facility. Security will place a traffic cone in the middle of both the exit and entry lanes to ensure traffic does not proceed thereby eliminating all traffic movement and creating a clear path for the unauthorized vehicle to turn.



- **Step 6** - Security will unlock the wheels of the two retractable barriers. The northern retractable barrier will be rolled towards the northern median separators and the southern retractable barrier will be rolled towards the southern median separators.



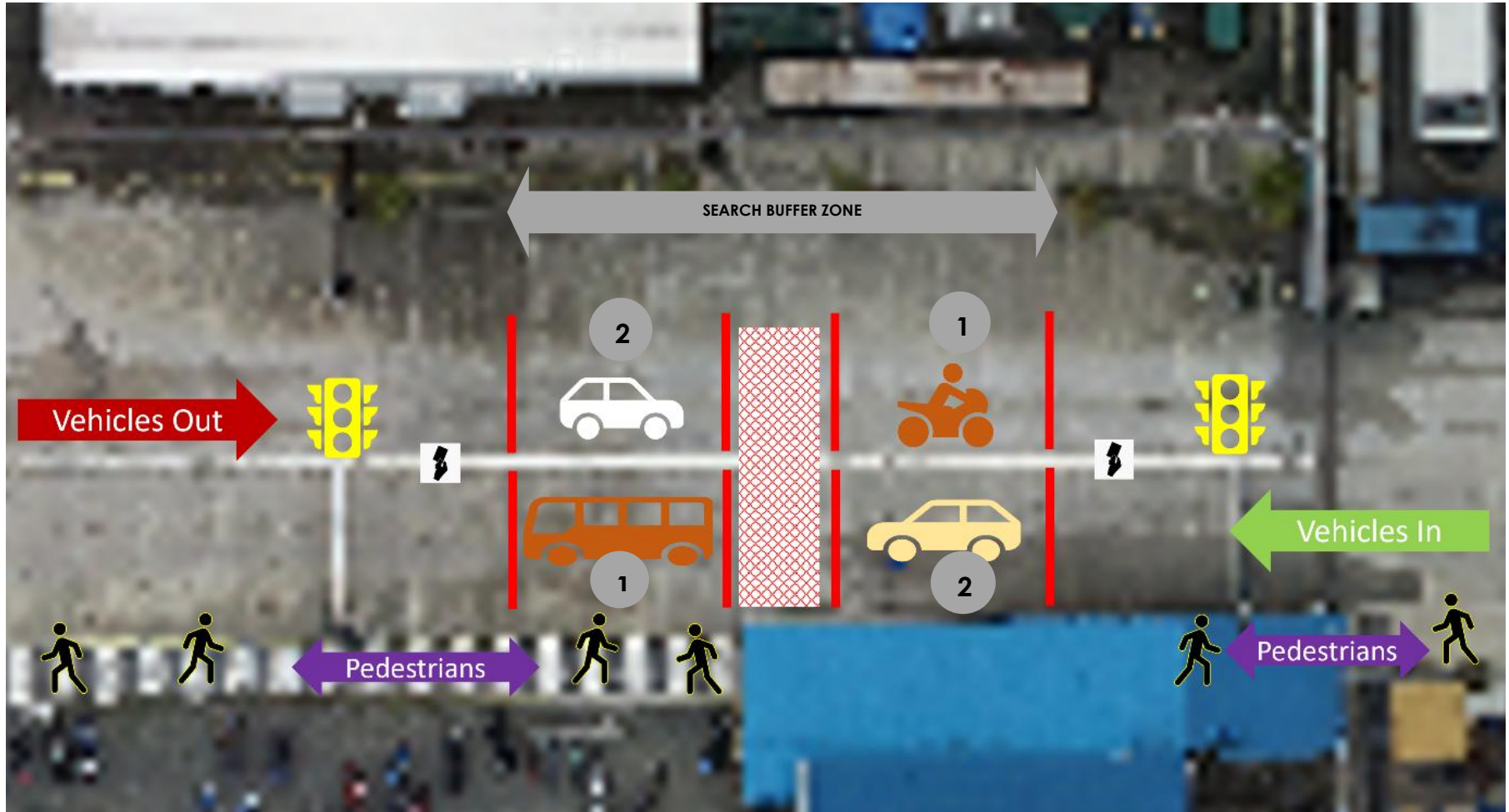
- **Step 7** - Vehicle to make a 3-point turn with security personnel to guide and direct vehicles during the reversing process, ensuring adequate space for maneuvering and avoiding collisions.
- **Step 8** - Security to guide and direct the vehicle into position at the exit card reader (western half - exit lane), ensuring it is at a safe distance from the exit barrier before manually raising it.
- **Step 9** - Once the vehicle is in the correct position, Security personnel will manually raise the barrier using controls located at barrier rails on the eastern driveway (security desk area), allowing the vehicle to exit the base safely. Security is to ensure that the vehicle completely clears the barrier before releasing the button.
- **Step 10** - Once the vehicle has safely exited the retractable barriers are rolled back into the closed position in the following order (6 then 4). Security then signals to all vehicles entering and exiting to proceed as normal.

See Appendix ii for exiting vehicles 3 point turning

Enforcement

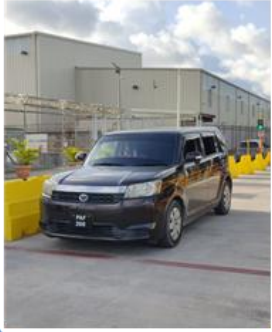
Failure to comply with all points in this procedure may lead to denial of access into GYSBI Shore Base.

Appendix I: Search Buffer Zones



Appendix II: Vehicular Access (Visitors)


STEP 1
Vehicle drives into buffer zone #1 of the eastern drive lane. Vehicle will stop at buffer zone #2 only when #1 is occupied.



STEP 2
Security approaches driver and informs of entry requirements of the facility and search protocols.




STEP 3
Driver is screened to ensure that they meet the requirement for entry as per the protocols of the VMS which include verification of VMS registration and approval by checking the QR Code/PIN & personal identity verification. If a visitor is not registered they have to exit the facility.**



STEP 4
Driver facilitates the security search and may be asked to step out of the vehicle and open doors, glove compartment, trunk, bonnet, backpacks, bags, and to access any other areas as may be deemed necessary. Driver returns to the drivers seat once search is completed.



STEP 5
Driver is then subjected to alcohol testing (breathalyzer) administered by security personnel as per zero tolerance policy.



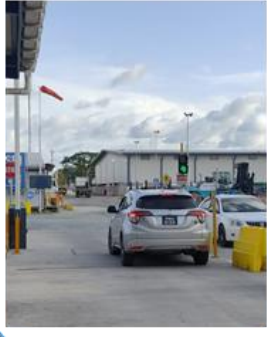
STEP 6
Driver is checked onto the facility via the VMS and is issued with a Visitors Badge. Security indicates how to swipe & proceed through the barrier.



STEP 7
Driver drives slowly to the card reader located in the center of the drive way and must swipe the badge (it will beep & its light will turn green).



STEP 8
Wait until the barrier lifts to a vertical position and only proceed through when the traffic light has indicated green.



**** REQUIRED EXIT OF FACILITY**
If the driver does not meet the requirements for entry, they will be required to exit the facility. The exit maneuver requires that the driver follows the strict instructions of the security and make a 3 point turn crossing the median after the median retractable barrier is opened.




Process Is Repeated When Vehicles Are Exiting the Facility. (Step 5 Excluded)

Appendix III: Vehicular Access (GYSBI Personnel / Tenants / Contractors)

STEP 1
Vehicle drives into buffer zone #1 of the eastern drive lane. Vehicle will stop at buffer zone #2 only when #1 is occupied.



STEP 2
Security approaches driver and informs of entry requirements of the facility and search protocols.



STEP 3
Driver is screened to ensure that they meet the requirement for entry. Access badge must be displayed at all times and may be requested for verification. If personnel are not in possession of access badge they must register on the VMS. They will also have to exit the facility.**





STEP 4
Driver facilitates the security search and may be asked to step out of the vehicle and open doors, glove compartment, trunk, bonnet, backpacks, bags, and to access any other areas as may be deemed necessary. Driver returns to the drivers seat once search is completed.




STEP 5
Driver drives slowly to the card reader located in the center of the drive way and must swipe the badge (it will beep & its light will turn green).



Wait for the traffic light to proceed through when the traffic light has indicated green.



**** REQUIRED EXIT OF FACILITY**
If the driver does not meet the requirements for entry, they will be required to exit the facility. The exit maneuver requires that the driver follows the strict instructions of the security and make a 3 point turn crossing the median after the median retractable barrier is opened.




Process Is Repeated When Vehicles Are Exiting the Facility.

Appendix IV: Pedestrian Access (Visitors)

STEP 1
Visitor approaches security who informs them of the VMS entry requirements including searches.



STEP 2
Visitor facilitates the search, and are asked to open their handbags, backpacks, toolkits, purses, among others, on request. Visitors are required to empty their pockets and declare any items that are on the banned list. A body scan using the handheld electronic Garrett is also done.



STEP 3
Visitor is then subjected to alcohol testing (breathalyzer) administered by security personnel as per zero tolerance policy.



STEP 4
Visitor is screened to ensure that they meet the requirement for entry as per the protocols of the VMS which include verification of VMS registration and approval by checking the QR Code/Pin & personal identity verification. If a visitor is not registered they have to exit the facility.



STEP 5
Visitor is checked onto the facility via the VMS and is issued with a Visitors Badge. Security indicates how to swipe & proceed through the turnstile.



STEP 6
Visitor swipes the badge at the card reader. When light is green, push and walk through the turnstile ensuring nothing is caught or snagged in the bars.



Process Is Repeated When Persons Are Exiting the Facility. (Step 3 Excluded)

Appendix V: Pedestrian Access (GYSBI Personnel / Tenants / Contractors)

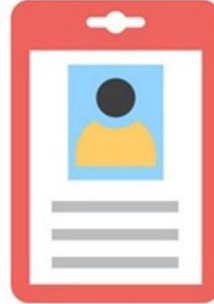
STEP 1

Person approaches security and facilitates the search, they are asked to open their handbags, backpacks, toolkits, purses, among others, on request. They are required to empty their pockets and declare any items that are on the banned list. A body scan using the handheld electronic Garrett is also done.



STEP 2

Person is screened to ensure that they meet the requirement for entry. Staff or Tenant Badge will be checked and verified as necessary. If the person does not have their badge, they will have to register and be approved on the VMS to gain entry. Personal identity will be verified.



STEP 3

Person uses their staff or tenant badge to access the facility by swiping at the card reader located at the turnstile.



STEP 4

When light is green, the person will push and walk through the turnstile ensuring nothing is caught or snagged in the bars.



Process Is Repeated When Persons Are Exiting the Facility.

Appendix VI: Examples of items being searched for

Some examples of items being searched for include those listed below:

GUNS AND AMMUNITION



ALCOHOL



FIRECRACKERS AND FIREWORKS



EXPLOSIVE DEVICES AND PARTS



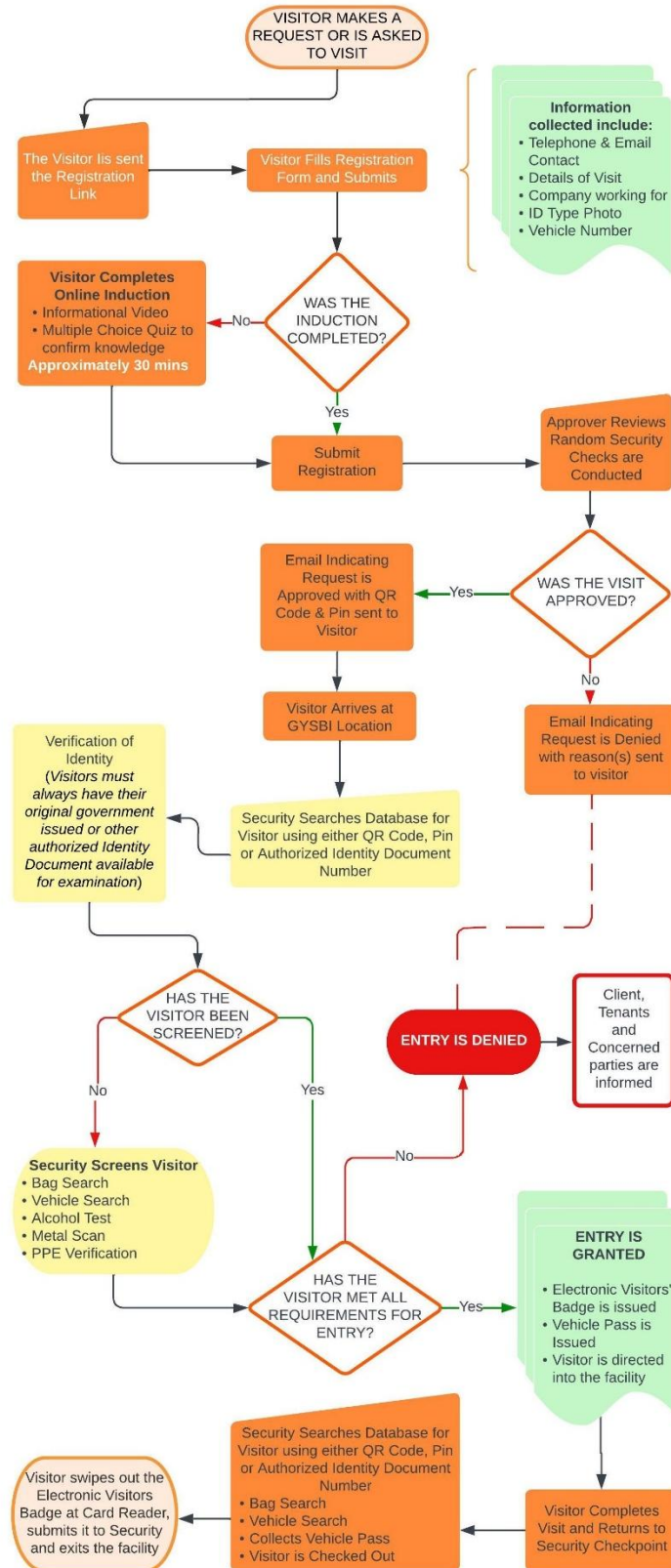
KNIVES AND SHARP OBJECTS



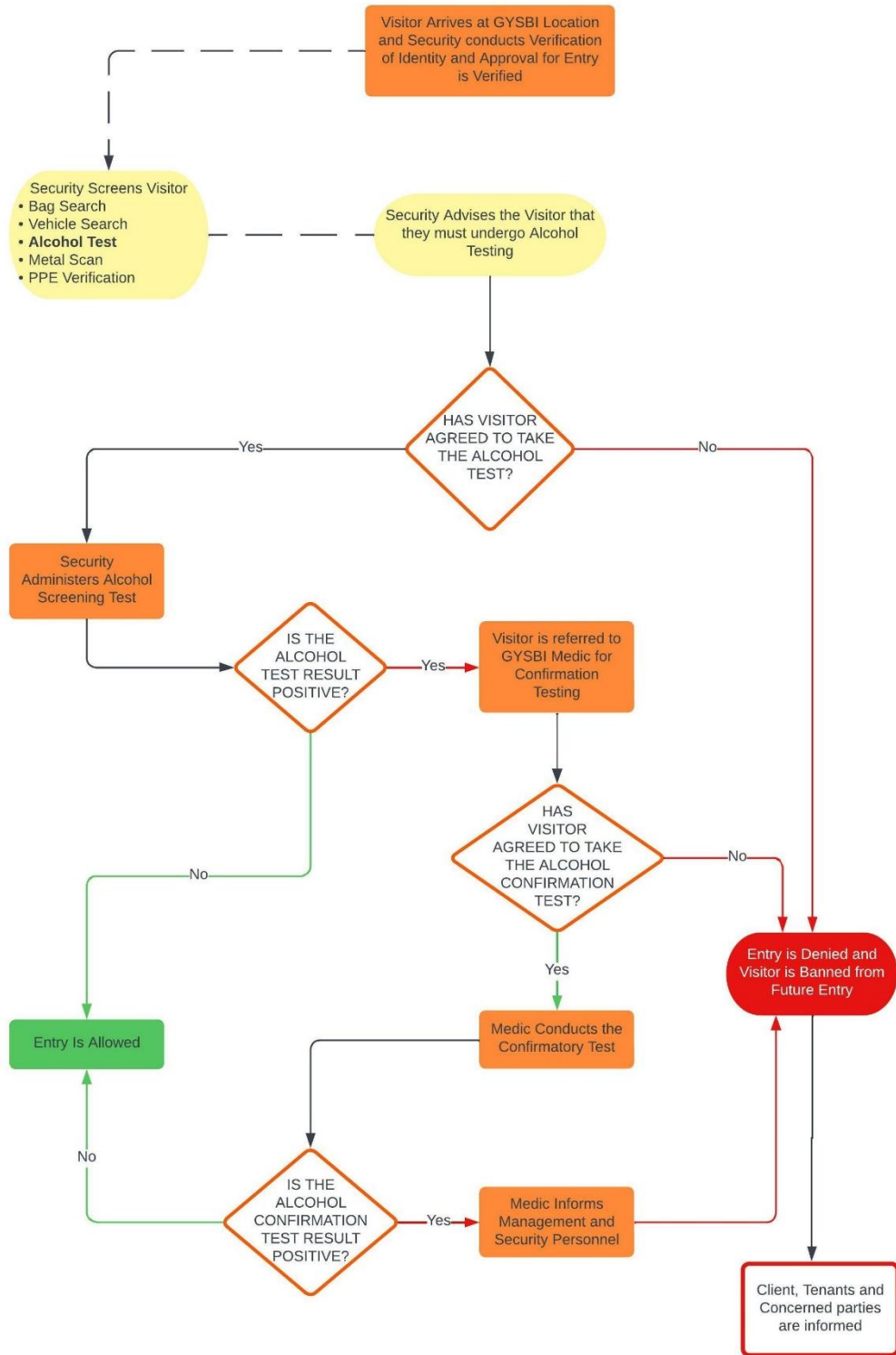
ILLICIT AND ILLEGAL DRUGS



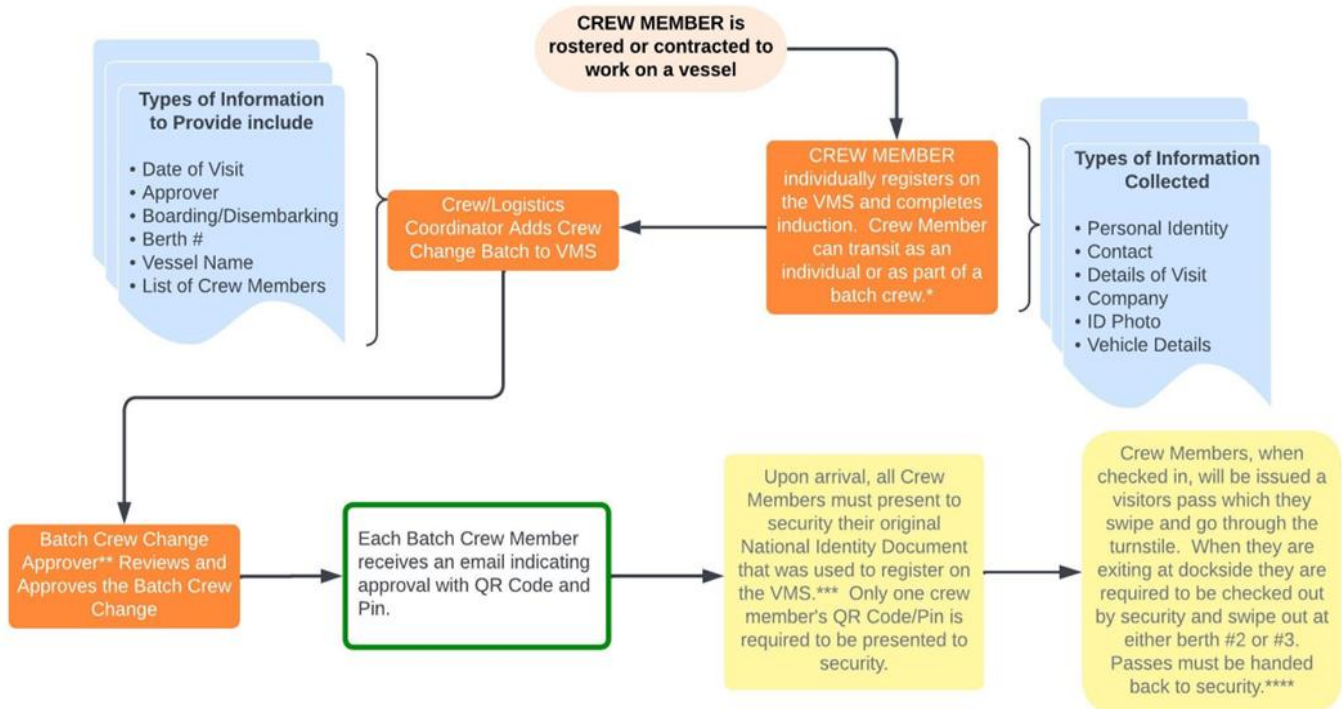
Appendix VII: VMS FLOW CHART



Appendix VIII: ALCOHOL TESTING FLOW CHART



Appendix IX: CREW CHANGE REGISTRATION PROCESS FLOW CHART



* if crew member is transiting alone for individual change for shore leave or in the case of an emergency they can do so using their individual QR Code.
 **the Batch Crew Change Approver is selected from within the company or may be the Crew/Logistics Coordinator themselves
 *** the VMS caters for persons arriving at various times and delays
 ****when arriving from dockside, crew members will be checked in by security and must swipe their badges at berths 2 or 3 before boarding the vehicle. They will be required to swipe out at the turnstile at north entrance, have security check them out and return the access passes.

6 RECORDS

- QH-FO-041 [Material Dispatch Form](#)
- GYSBI's POB Management Genetec Database
- GYSBI's VMS Database

REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	17 Jan 2020	-	Michael James Sean Hill	Initial release of document
2	13 Aug 2020	-	Kurt Busuttil Sean Hill	Document layout changed to new company format
3	18 Dec 2020	-	Kurt Busuttil Sean Hill	Entry and exit procedure updated due to installation of barriers and turnstiles
4	31 Mar, 2021	-	Iain Martin Sean Hill	Entry and exit procedure updated due to installation of the Southern Access Road and Barrier Gates.
5	21 Sep 2021	-	Kurt Busuttil	Introduction of the use of under carriage mirrors for vehicular searches and metal detector wands for personnel searches. Placement of cones in front of vehicles before opening gate.
6	01 Feb 2022	-	Kurt Busuttil Zulfikar Khan	Removed requirements for visitors to lodge photographic ID with security when entering Shorebase.
7	02 Jun 2022	-	Andy Dowson	Removed COVID 19 Protocols Remove color coding for visitor badges Updated appendixes I – IV Introduced appendix VI
8	28 Oct 2022	Salim October	Kurt Busuttil	Updated Document Number Modified Language use Addition of GYSBI Shore Base Entry Procedure – Issuance Access Badges (Tenants) GYSBI Shore Base Entry Procedure – Vehicular Access (Northern Access Gate) <ul style="list-style-type: none"> Addition of alcohol testing of third-party Drivers Exceptions to the rule Vessel Crew Change GYSBI Shore Base Entry Procedure – Vehicular Access (Southern Access Gate) <ul style="list-style-type: none"> Addition of alcohol testing of third-party Drivers and porters
9	02 Dec 2022	Salim October	Andrew Dowson	Entry and Exit procedure modified to include: <ul style="list-style-type: none"> Alcohol testing requirements for all visitors, vessel crew personnel and their third-party Drivers. Personal belongings of Vessel crew change personnel remaining in vehicle and are subject to searches as may be requested by security personnel. Restrictions on Vessel crew personnel and their Drivers: <ul style="list-style-type: none"> exiting the vehicle at any unauthorized location on the base and removing baggage from the vehicle at any unauthorized location on the base. Pedestrian entry by Sheriff Security personnel, QHSSE Advisors & operations personnel using the Southern Entrance. Southern Access Gate Entry and Exit requirements for Contractors/Tenants and Visitors

GYSBI PORT FACILITY ENTRY-EXIT PROCEDURE

				Appendices I – Vehicular Access (Visitors) and III – Pedestrian Access (Visitors) updated with picture references of breathalyzer being administered to visitors by security.
10	12 Dec 2022	Salim October	Kurt Busuttil	Removal of pedestrian entry by Sheriff Security personnel at the Southern Entrance.
11	02 Feb 2023	Salim October	Andrew Dowson	Entry and Exit procedure modified to include: <ul style="list-style-type: none"> • Visitor Management System (VMS) registration, QR Code and Pin submission to Security to confirm check-in/check-out. • VMS and Alcohol Testing Flow Charts. • Requirement for submission of physical original identification documents recorded in the VMS during registration. • Vessel crew change personnel using Visitor Electronic Access Badge to access the Shore Base, swipe out at Berths 1 or 2 and return same to Security on the Wharf when boarding Vessels to go offshore for extended periods. • Restrictions regarding drop-offs along driveway to Northern Access Gate
12	7 Jul 2023	Salim October Leah Milo	Kurt Busuttil	Document format updated to the requirements of the Control of Documented Information Procedure. Further updates to procedure include addition of: <ul style="list-style-type: none"> • VMS registration link • Key terms definitions • General Tenant Access • Inclusions to issuance of Access badges for Tenants • Requirements for bringing items into the facility • Vessel Crew personnel arriving from port side and crew change registration process flow chart Order of document has also been rearranged to improve flow.
13	21 Aug 2023	Salim October Leah Milo	Andrew Dowson	Document updated to reflect current Shore Base entry and exit requirements and highlight: <ul style="list-style-type: none"> • search buffer zones • designated pedestrian disembarkation point
14	08 Jul 2024	Salim October Leah Milo	Kurt Busuttil	Document updated to reflect: <ul style="list-style-type: none"> • Name change from 'Shore Base' Entry-Exit Procedure to 'GYSBI Port Facility' Entry-Exit Procedure. • Inclusion of new work procedure reference to guide manual override of electronic barrier system at main entrance • Guidance for facilitating vehicle exit through buffer zone median for vehicle that do not meet entry requirements. • Updates to Appendix VII - VMS flow chart with simpler language. • Updates to Appendix II to VI - images and steps updated with simplified steps and images.
15	11 Sep 2024	Leah Milo	Eloy Vankennie	Document updated to reflect current practices, and the site entry restrictions (ban) associated with the unsuccessful return of a urine drug (screen and/or confirmation) test in line with QH-PR-027 DRUG AND ALCOHOL TESTING PROCEDURE.
16	18 Oct 2024	Leah Milo	Kurt Busuttil	Document updated to reflect the utilization of Genetec Software to manage Persons on Base (POB).

17	01 Nov 2024	Salim October	Eloy Vankennie	Document updated to reflect the exit of vehicles, that do not meet entry requirements, through the retractable barriers within the buffer zone
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MEDICAL EMERGENCY RESPONSE FLOWCHART

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This procedure shall be used by all departments and updated by QHSSE

Department

1 INTRODUCTION

This procedure serves to establish a clear chain of command, Cellular and/or Wireless communications, and responsibilities in the event of a Man Down or any Medical Emergency at Guyana Shore Base Inc.'s (GYSBI's) Port Facility and Industrial Estate (Annex). The Medical Emergency Response Flowchart effects a seamless process of Medical Response and First Aid Management of personnel on Base or while awaiting Medical Evacuation via Ambulance Service. This process applies to Nationals and Non-nationals (Expatriates), not present on Base, at time of call.

2 RESPONSIBILITY

Base Manager (BM) <i>(Incident Commander)</i>	<ul style="list-style-type: none"> - In charge of the emergency. - Inform Client. - Coordinate ERT via Channel 7 to switch to ERP Channel (Entel Radio 9_ICOM 8) - Where necessary, inform GM & Operations Manager of MEDEVAC. - Authorize escalation of EXPAT Case Management with RMI.
QHSSE Manager/ Supervisor <i>(Deputy Incident Commander)</i>	<ul style="list-style-type: none"> - Inform Operation Manager. - Assist Base Manager. - Where necessary, inform BM & Security of MEDEVAC. - Authorize escalation of EXPAT Case Management with RMI.
Senior QHSSE Advisor	<ul style="list-style-type: none"> - Proceed to the site of the incident and await instructions to contact medical transport service providers in case of MEDEVAC. - Assign ERT Member (QHSSE Advisor) responsibility of completing GOARC Medical Emergency Response E.T.H.A.N.E Form in case of MEDEVAC.
Medic <i>(Emergency Response Team (ERT) Lead)</i>	<ul style="list-style-type: none"> - Remain on ERP Radio channel (Entel 9_ICOM 8) to receive man down/medical emergency response reports and give the ERT further instructions to proceed to the incident site, as guided by Base Manager - Proceed to the incident site with GYSBI Emergency Response Vehicle and provide First Aid as required. - Inform BM, QHSSE Manager/Supervisor of IP status. - Support National and Non-national Case Management - Follow up on IPs

MEDICAL EMERGENCY RESPONSE FLOWCHART

Security (Security Coordinator/QHSSE Supervisor)	<ul style="list-style-type: none"> - Instruct the Security team to control traffic. Allow Emergency Services onsite. - Inform MARAD & local authorities of event (as required).
Security Guards – Northern & Southern Entrance	<ul style="list-style-type: none"> - Allow emergency services on site & direct them to the site of the emergency. - Position themselves at the entrances to direct and control traffic flow. - Manually open boom gates if required.
Emergency Response Team (ERT) Medic x 1 QHSSE Advisor x 2 Logistics Supervisor x 1	<ul style="list-style-type: none"> - Switch to ERP Radio Channel (Entel 9_ICOM 8) - Proceed to the site of the incident - Follow Medic instructions - NB: ERT Lead at Annex to provide initial first aid until Medic Arrives
Driver	<ul style="list-style-type: none"> - Drive Medic to the incident site using GYSBI's Emergency Response Vehicle.
All personnel	<ul style="list-style-type: none"> - Report all injuries and medical emergencies to the Medic on 608-2857 or Radio ERP Channel (Entel 9_ICOM 8). - instructions from Incident Commander.

3 REFERENCES

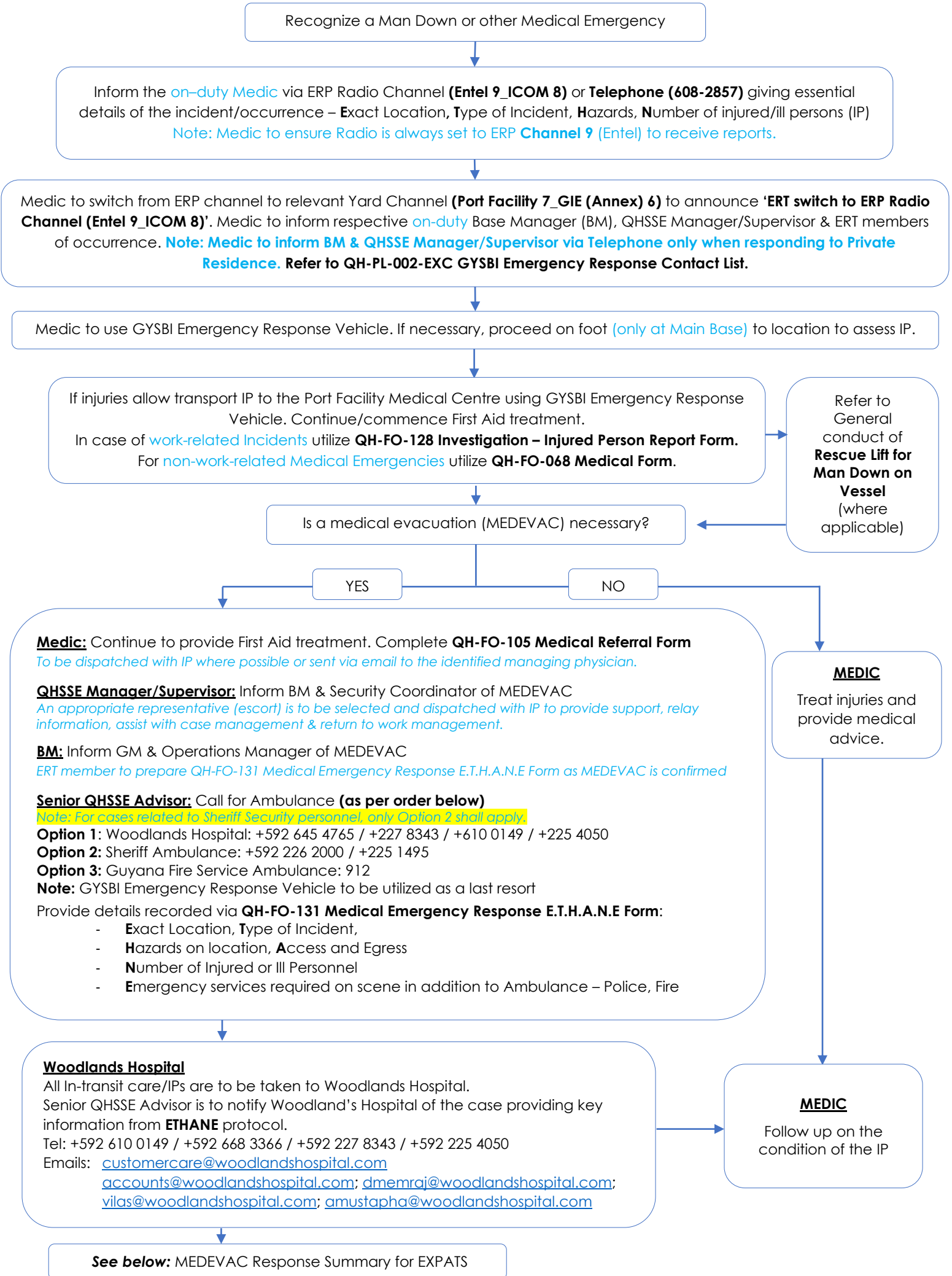
- QH-PR-001 [Investigation - Reporting Procedure.docx](#)
- QH-PL-002 [Emergency Response Strategy.docx](#)
- QH-PL-002-EXC [GYSBI Emergency Response Contact List.docx](#)
- QH-PL-010 [Station Bill.docx](#)
- QH-PL-012 [GYSBI Industrial Estate Emergency Response Plan.docx](#)
- QH-PL-013 [Station Bill _Annex.docx](#)
- QH-PL-015 [Shore Base Emergency Response Plan.docx](#)
- QH-PO-004 [Cellular and Wireless Devices in the Workplace Policy.docx](#)
- QH-PO-006 [Fitness to Work Policy.docx](#)
- QH-EX-010 [GYSBI RMI Onshore Medical Emergency Response Plan \(MERP\) - EXPAT Case Management.pdf](#)

4 DEFINITIONS

Term	Definition
Expatriate (Expat)	Professionals working and temporarily residing outside of their native country.
Man Down	Personnel becoming sick/injured while performing work-related tasks.
Medical Evacuation (MEDEVAC)	En-route care and transport of a sick/injured person to a hospital/medical care facility via Ambulance, Helicopter/Airplane.
Remote Medical International (RMI) Global Solutions Guyana	A comprehensive bespoke Medical Emergency Response – MEDEVAC and Case Management – support service provider, facilitating the enhancement of GYSBI's health and safety medical emergency response plan, specific to Expat case management.

5 PROCESS DESCRIPTION

Medical Emergency Response Flowchart



MEDEVAC Response Summary for EXPATS

Medic – On Site-Response

Stabilize and provide initial treatment to IP according to GYSBI's protocols and assess further needs. Contact **RMI Global Coordination Center (GCC)** via the following contact numbers for Advice/Assistance/ Medical Evacuation:

- **Primary:** +1-206-734-3430 | **Secondary:** +1-206-408-8684 or
- **Back-up 1:** +1-206-456-5131 | **Back-up 2:** +44-203-141-9195
- **WhatsApp:** +44-782-797-5489 (To be used only if in-country network fails)
- **RMI Topside Assistance Management Escalation:** +1-206-237-7277
- **Email:** GCC@rmiglobalsolutions.com

Provide Project Membership Number: **P009694**,

Provide patient particulars (Name, DOB, Nationality, current location), history & treatment, including vital signs. [HR to facilitate signing of QH-EX-010-EXC RMI Medical Data Release Form before any medical data is released.](#)

Note: Non-emergency medical cases – email relevant information (photos, medical records, etc.) before initiating call.

Prepare and complete all GYSBI-required reports (**QH-FO-128 | QH-FO-068 | QH-FO-105**)

In consultation with Authorizing Persons (APs), assist with implementation of **First Phase Evacuation plan** to the identified in-transit medical care facility.

Escalate internally & escort to be dispatched with IP.

Emergency Cases

RMI to arrange local ground emergency transport for the **First Phase of Evacuation**

Non-Emergency Cases

GYSBI to arrange local ground emergency transport for the **First Phase of Evacuation**

In-Transit Medical Care Facilities

- **Woodlands Hospital** – Tel: +592 610 0149 / +592 668 3366 / +592 645 4765 / +592 225 4050
Address: 110-111 Carmichael Street, North Cummingsburg, Georgetown, Guyana
 - **Dr. Balwant Singh Hospital** – Tel: +592 227 1087 / +592 226 5783 / +592 226 4279
Address: 314 East Street, Georgetown, Guyana
 - **St. Joseph's Mercy Hospital** – Tel: +592 227 2073/226 1592/227 7139
Address: 130-132 Parade Street Kingston, Georgetown, Guyana
 - **Georgetown Medical Center** 592 226 7210
Address- Middle St Guyana
 - **Medical Arts Center Limited** 592 225 7402
Address 265 Thomas St
- [Refer to QH-EX-010 for additional recommended facilities](#)

Case Management Follow-up

Liaise with RMI GCC throughout the case management process.

Based on appropriate medical verbal/written communication from RMI, GYSBI APs to authorize RMI to activate necessary resources for repatriation or evacuation and/or guarantee medical expenses, as required.

Prepare IP's travel necessities including passport, other travel documents, clothes, etc. as required
Inform IP's next of kin, as appropriate.

GYSBI Authorizing Persons – Contact Details

Contact Details – Authorizing Persons

AP1 Kevin Black – Operations Manager
Mobile: +592 608 2866
Email: kevin.black@gysbi.com

Medical Staffing: Medic
Tel: +592 608 2857
Email : gysbi.medic@gysbi.com

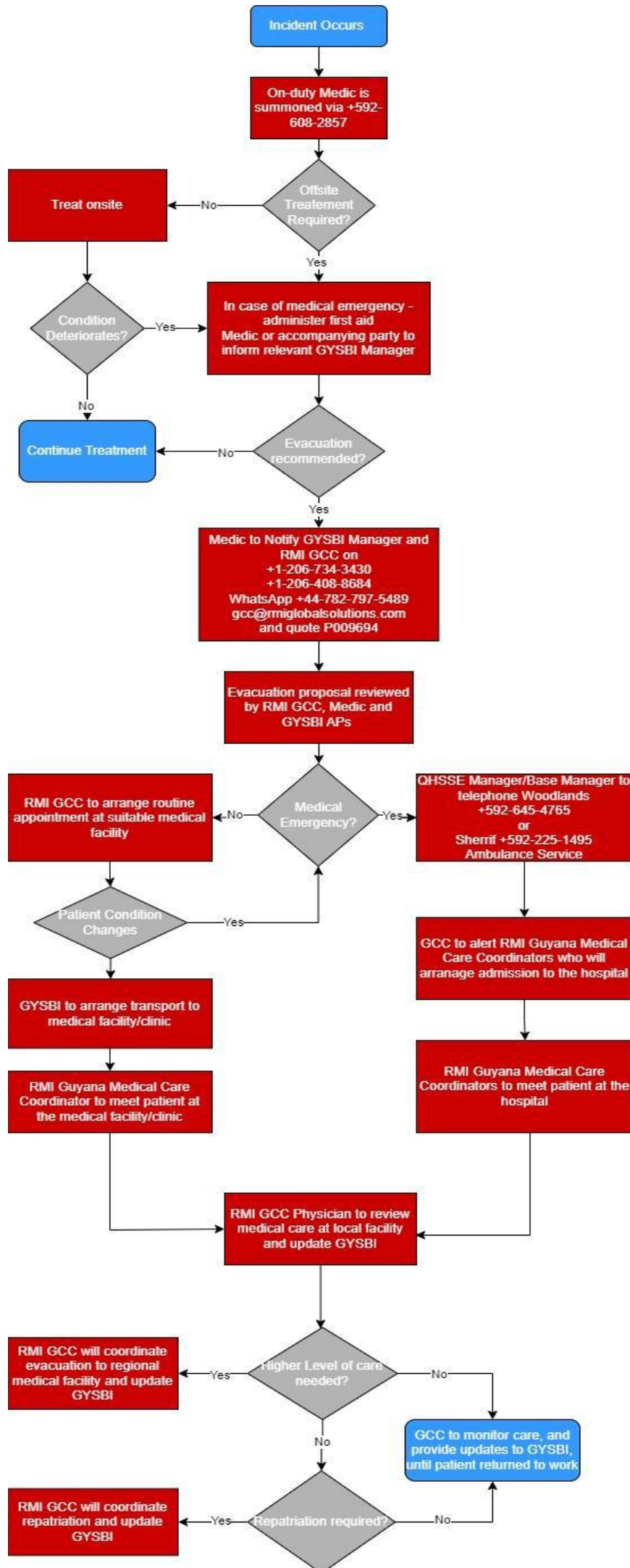
Site Contact Details
Tel: +592 227 2381

AP2 Stephen Clark | Mark Clarkson – Senior Base Managers (Day)
Mobile: +592 633 3099 | +592 608 2822 | +592 608 2855 (shared)
Email : gysbi.basemanager@gysbi.com

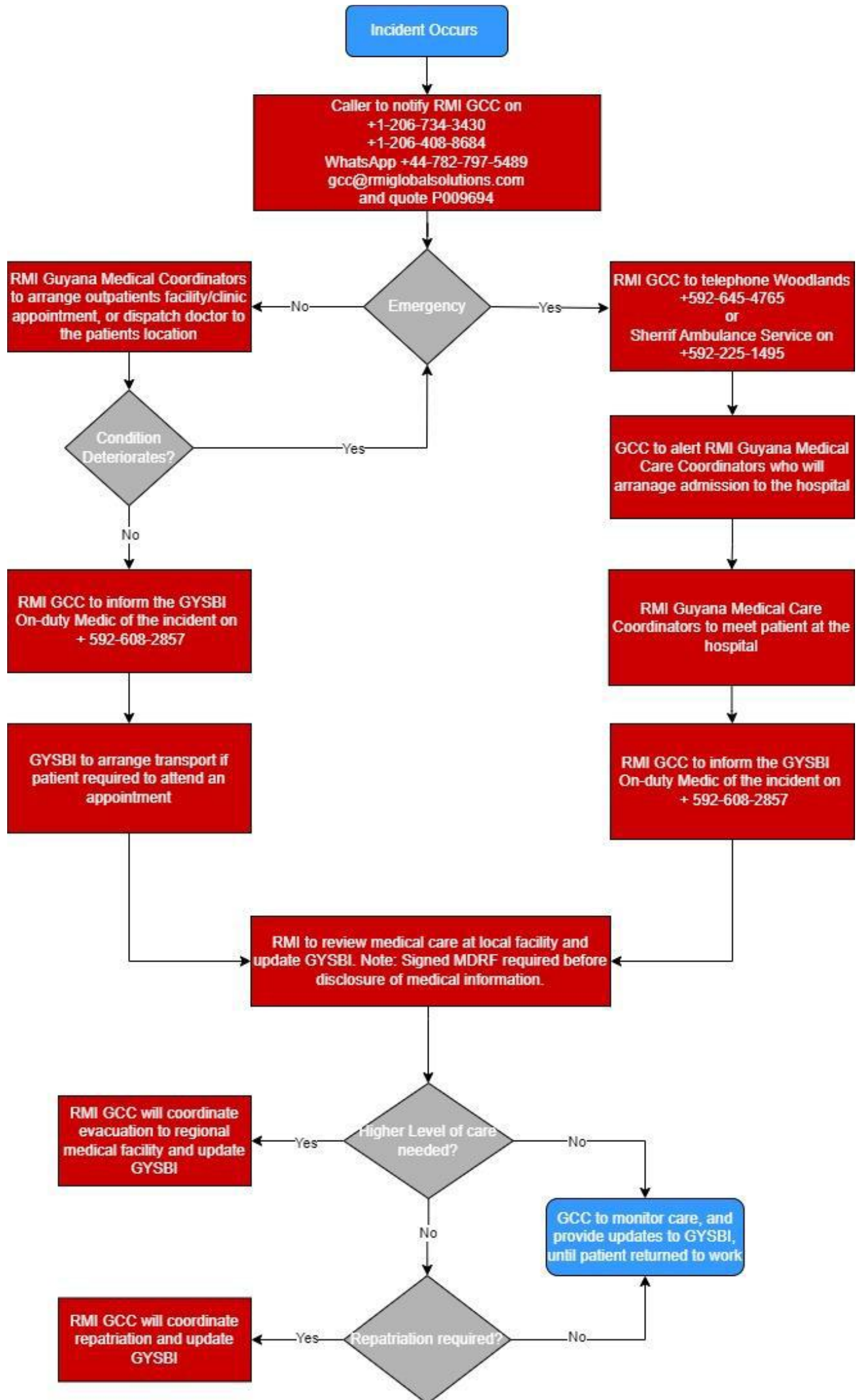
AP3 Kurt Busuttill | Eroy Vankennie – QHSSE Managers
Mobile: +592 608 2898 | +592 671 5506 | +592 608 2845 (shared)
Email : kurt.busuttill@gysbi.com | elroy.vankennie@gysbi.com

AP4 Stuart Gowing | Gerard Thomas - Base Managers (Night)
Mobile: +592 666 2929 | +592 702 9080 | +592 608 2855 (shared)
Email: gysbi.basemanager@gysbi.com

RMI Medical Process Flowchart – Onsite Incidents



RMI Medical Process Flowchart – Offsite Incidents



General Conduct Of Rescue Lift For Man Down On Vessel

- Radio communication alarm to be raised by personnel on Vessel to GYSBI Team, to raise same with the Base Manager and ERT.

- ERT to proceed to the site. Medic boards the vessel to conduct assessment of IP.

ERP team to assist with transporting all necessary first aid equipment on board of vessel.

- Medic to gather all necessary information in the case of conscious personnel.

Otherwise, an attendant shall give information as accurately as possible. A scribe is needed for accurate documentation.

- Necessary First Aid shall be administered for stability of IP. Ambulance to be summoned for MEDEVAC if required by assessment.

- IP is placed onto the certified lifting basket/stretchers (within inspection date) and lifting operations are then to be supervised by the SLC.

- The Banksman then signals the Crane into position and the basket is securely rigged.

- The basket is then lifted under the guidance of a Banksman and stabilized by two taglines controlled by Load Handlers on the Vessel and Quayside.

- Medic and ERP disembark Vessel onto Quayside.

- IP is received on Quayside in the same manner.

- First Aid continues until the Ambulance arrives or GYSBI Personnel continue to monitor the situation of personnel, until recovery.

Man Down on Vessel Rescue Team Members

No.	Designation	No.	Designation
1	Team Supervisor/Incident Commander	4	Load handlers
1	Medic	1	Crane Operator
2	First aid Trained QHSSE Advisor	1	Tagline Operator
2	Banks persons	1	SLC

Equipment Needed

- Stretcher Basket with Certified Inspected Rigging mechanism
- Taglines
- Crane
- PPE for ERT – Life jackets included.

Medical Emergency Case Management guidelines for suspected work-related injury

Medical emergency case management plays a crucial role in ensuring IPs are efficiently and effectively cared for on-site at GYSBI's Medical Center and offsite at designated medical facilities.

The following RACI chart outlines the responsibilities of relevant functions for each step of an IP's case management:

Responsibility Matrix Legend:

R = Responsible for performing the action
A = Accountable to ensure action happens
Only one A in case of more R
C = Consulted during the action
I = Informed after the action has been completed

	Ops Manager & BMs	HR Function	QHSSE Function	Relevant Manager or HOD	Employees
Immediate reporting of suspected injury/illness	A	I	R	I	R
Medical Evaluation	A	I	R	I	I
Documentation	A	I	R	I	C
Investigation of incident	A	I	R	C	C
Communication	A	I	R	R	I
Return to work protocol	A	R	C	C	I
Follow up	A	I	R	I	I
Prevention Strategy	A	I	C	R	I

RACI matrix rules and roles

The RACI model brings structure and clarity to describing the roles that stakeholders play within a project. The RACI matrix clarifies responsibilities and ensures that everything the project needs done is assigned someone to do it.

The four roles that stakeholders might play in any project include the following:

Responsible: People or stakeholders who do the work. They must complete the task or objective or make the decision. Several people can be jointly Responsible.

Accountable: Person or stakeholder who is the "owner" of the work. He or she must sign off or approve when the task, objective or decision is complete. This person must make sure that responsibilities are assigned in the matrix for all related activities. Success requires that there is only one person Accountable, which means that "the buck stops there."

Consulted: People or stakeholders who need to give input before the work can be done and signed-off on. These people are "in the loop" and active participants.

Informed: People or stakeholders who need to be kept "in the picture." They need updates on progress or decisions, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.

1. **Immediate Reporting:** Upon suspecting a work-related injury, employees shall promptly report it to the on-site Quality, Health, Safety, Security, and Environment (QHSSE) team.

The QHSSE team will notify the Base Manager or area supervisor (where applicable), QHSSE Senior Advisor, QHSSE Manager, and Medic for immediate medical evaluation of the IP.

2. **Medical Evaluation:** The Emergency Response Team shall attend to the IP, until arrival of Duty Medic.

NB: Determination of the case shall be made by the Duty Medic.

Emergencies vs. non-emergencies vs. First Aid

- **Emergencies**

- MEDEVAC via Sheriff or Woodlands Ambulance Service shall be effected as per procedure.

- A pre-arrival call shall be made to Hospital Administrator (Deonarine Memraj) or Medical Director (Dr. Vilas Gobin) via 610-0149 or 668-3366 after assessment of the IP.
 - **IP shall be accompanied to Woodlands Hospital by GYSBI QHSSE personnel or a designate (escort) assigned by the relevant department Manager/Supervisor to provide support to the IP, relay information and liaise with the assigned Medical Practitioner concerning the IP's case management and return to work.**
 - **Non-emergencies requiring external medical attention**
 - GYSBI's QHSSE Emergency Vehicle or a private vehicle shall be used to transfer IP to Woodlands Hospital.
 - A pre-arrival call shall be made to the identified representatives at Woodlands hospital (as indicated above) and IP shall be accompanied by an escort as required.
 - **First Aid Cases managed by GYSBI Medic**
 - Routine daily follow-up shall be done as needed.
3. **Documentation:** All work-related personnel injuries regardless of severity shall be captured via QH-FO-128 INVESTIGATION – INJURED PERSON REPORT FORM and issued to the relevant QHSSE personnel to support the incident investigation. A copy shall also be retained in GYSBI's QHSSE Records Library on SharePoint Online (SPO) in the Health, Medical Forms Folder.
- Medical emergencies unrelated to work shall have a medical report generated via QH-FO-068 GYSBI MEDICAL FORM and uploaded to the relevant records folder as indicated above.
- QH-FO-105 MEDICAL REFERRAL FORM shall be prepared for all personnel requiring transfer to and treatment at an external medical institution. A copy will also be retained for reference and shall be uploaded to the relevant records folder as indicated above.
- A notification email shall be sent to relevant Managers/Supervisors.
4. **Investigation:** The QHSSE department and relevant incident learnings team shall conduct an internal investigation in line with QH-PR-001 – INVESTIGATION REPORTING PROCEDURE to identify the cause of the incident/occurrence and recommend corrective actions to prevent recurrence.
5. **Communication:** Clear and transparent communication in line with QH-PR-007 QHSSE COMMUNICATION PROCEDURE with relevant employees

regarding the incident and its resolution is crucial, while maintaining confidentiality as appropriate.

6. **Return to Work Protocol:** Medical clearance must be documented by the IP's Medical Practitioner in line with QH-PO-006 FITNESS TO WORK POLICY prior to their return to work. The Medical Certificate must clearly state that the IP is **fit to resume work** *'in line with their designated job description'*, under remarks.

If the personnel is given medical clearance to return to work but will not be able to resume duties in line with their designated job description, this must be indicated by the Medical Practitioner under remarks.

The completed Medical Certificate must be submitted either in person by the IP or escort or electronically by the Institution/Medical Practitioner before confirmation for resumption is approved.

As such, HR in consultation with relevant management and the IP shall confirm suitable reassignment of duties as required to facilitate the IP's return to work.

7. **Follow-up:** Regular follow-up and as required, health assessments, shall be conducted by the Medics to monitor the IP's well-being, assess progress, address concerns, manage medications, detect any arising complications and provide necessary guidance and interventions for optimal recovery.
8. **Prevention Strategies:** Recommendations outlined in the investigation conducted shall guide the implementation of corrective and preventive measures to minimize the risk of incident recurrence in line with QH-PR-028 NON-CONFORMITY AND CORRECTIVE ACTION PROCEDURE.

6 RECORDS

- QH-FO-068 [Medical Form.pdf](#)
- QH-FO-105 [GYSBI Medical Referral Form.docx](#)
- QH-FO-0128 [Investigation - Injured Person Report Form.docx](#)
- QH-FO-131 GOARC Medical Emergency Response E.T.H.A.N.E Form
- QH-EX-010-EXC [RMI Medical Data Release Form.pdf](#)

REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	8 May 2020	-	Michael James Sean Hill	Initial release of document
2	13 Aug 2020	-	Michael James Sean Hill	Document layout changed to new company format
3	03 Jul 2021	-	Iain Martin Sean Hill	Modified flowchart to replace ISOS with Sheriff Medical Center.
4	17 Sep 2021	-	Kurt Busuttil	Updated to include Operations Manager and Removal of QHSSE Manager designation.
5	21 Mar 2022	-	Andrew Dowson	Inclusion of MEDEVAC Response Summary EXPATS and Release of Medical Information Form
6	24 Oct 2022	-	Kurt Busuttil	Modified flowchart to replace Sheriff Medical Center with Woodlands Hospital. Replace Kevin Black with Mark Clarkson as Authorizing Personnel. Updated Document Number
7	10 Nov 2022	-	Andrew Dowson	Modified to included additional contact information for Woodlands Hospital
8	11 Nov 2022	-	Andrew Dowson	Modified to update order of contact information for Woodlands Hospital
9	04 Apr 2023	Shaleeza Khan Leah Milo	Andrew Dowson	Document format updated to the requirements of the Control of Documented Information Procedure. Modified flow chart to reflect change of ERP Radio Communication channels.
10	25 May 2023	Daniel Murray Leah Milo	Kurt Busuttil	Updates to document include: <ul style="list-style-type: none"> • Modifications to flow chart to reflect changed ERP channel. • Requirement to utilize Medical Form to record IP's condition/visit to the Medical Centre. • Use of GYSBI Medical Referral Form in the event of MEDEVAC • Modifications to ISOS MEDEVAC Response summary for Expats with reference to Version 1.3 • Client contact details – Authorizing persons • Links to associated guidance documents: <ul style="list-style-type: none"> ○ Station Bills (Shore Base & Annex) ○ Emergency Response Plans (Shore Base & Annex) ○ Emergency Response Strategy ○ Person Overboard Rescue Plan – Wharf ○ Investigation Reporting Procedure ○ Cellular and Wireless Devices in the Workplace Policy
11	11 Mar 2024	Shaleeza Khan Marvin Mclennon Leah Milo	Kurt Busuttil	Case management guidelines for suspected work-related hurt/injury added to the document.
12	05 Apr 2024	Shaleeza Khan Marvin Mclennon	Andrew Dowson	General conduct of Rescue Lift for Man Down on Vessel
13	2 Jun 2024	Shaleeza Khan Leah Milo	Elroy Vankennie	MEDEVAC Response Summary for Expats updated to reflect RMI Case Management Process. Further additions include: <ul style="list-style-type: none"> • ERP Channel distinction – Entel 9 and ICOM 8 • Guidance related to Return-to-Work Case Management • RACI Responsibility Matrix for Medical Emergency Case Management • QH-FO-131 GOARC Medical Emergency Response E.T.H.A.N.E Form • Links to: <ul style="list-style-type: none"> ○ QH-EX-010 RMI Onshore Medical Emergency Response Plan (MERP)

				<ul style="list-style-type: none"> ○ QH-EX-010-EXC RMI Medical Data Release Form ○ QH-PL-002-EXC GYSBI Emergency Response Contact List ○ QH-FO-128 Investigation – Injured Person Report Form • RMI Medical Process Flowchart – Onsite and Offsite – extracted from QH-EX-010.
14	17 Jun 2024	Leah Milo	Kurt Busuttil	<p>Document updated to include:</p> <ul style="list-style-type: none"> • RMI WhatsApp number which is to be used only if in-country network fails • Sheriff Ambulance contact information-RMI Flowcharts
15	27 Oct 2024	Leah Milo	Eloy Vankennie	<p>Document updated to reflect specifications for:</p> <ul style="list-style-type: none"> • Medics to remain on ERP Channel (Entel 9_ICOM 8) to receive man down/medical emergency response reports • contacting Sheriff Ambulance Service (Option 2) for Sheriff Security personnel.

PERMIT TO WORK (PTW) PROCEDURE

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This procedure shall be used and updated by QHSSE Department

1 INTRODUCTION

This procedure defines the Control of Work Permit to Work process and requirements in detail, particularly in relation to the requirements of Guyana Shore Base Inc.'s (GYSBI's) Control of Work Standard, Site Operating Procedures and Projects.

The scope of this procedure is applicable to all operations and construction related activities undertaken by GYSBI and EEPGL Subcontractors and Vendors at the GYSBI locations – Shore Base, Industrial Estate and all GYSBI-related projects.

2 RESPONSIBILITY

Issuing Authority

The Base Manager (Operations Issuing Authority) and Construction Project Manager (Construction Issuing Authority) or their delegated issuing authority are responsible for issuing PTW in their area of responsibility. They shall have a complete overview of all planned and ongoing activities in their area, to manage the risks, including any potentially conflicting simultaneous activities. They shall have detailed knowledge of the GOARC PTW System process.

The Issuing Authority is responsible for:

- Verifying that the GOARC PTW is filled correctly and that relevant certificates are in place.
- Authorizing all GOARC PTW.
- Ensuring the nature of the work and hazards are fully understood by involved parties.
- To ensure in consultation with the performing authority that all safety precautions and any isolations required are clearly detailed on the Permit and associated certificates.

- Request to Mechanic to verify that Mechanical Isolations are in place.
- Request to Electrician to verify that Electrical Isolations are in place.
- Ensuring worksite is safely prepared and all specified precautions according to the PTW have been taken by visiting worksite/workplace at the beginning.
- To ensure worksite is examined to confirm safe & acceptable conditions on i) Work Suspension, ii) Prior to start of work, iii) on returning to normal operation.
- To ensure precautions and isolations have been withdrawn and the system returned to normal operation prior to closing or cancelling a work permit.
- To ensure that work permit is completed by all authorities and equipment returned to operation on completion work.
- When required, ensuring gas tests are undertaken by a competent person.
- Verifying that every mechanical and electrical isolation associated to a single PTW has been removed before cancellation of any isolation.
- Ensuring that all relevant documentation is attached to the PTW.
- All other works which would create a hazard, if undertaken at the same time, are suspended.
- Will identify critical works and will ensure continuous supervision of critical works including follow-up by Permit Issuer on regular intervals.

Performing Authority (PA)

The Performing Authority (PA) or delegate is the responsible person for the activity being carried out under the permit. The PA's main duties are:

- Creating the Permit using GOARC and identifying the hazards and control measures for the task being planned.
- Participating in any Risk Assessment for the planned activity where required.
- Ensuring that where other persons are involved in the task, they fully understand the scope of the work and the hazards and controls for the job by holding a pre-job safety toolbox meeting and STOP. LOOK. ASSESS. MANAGE (SLAM) LAST MINUTE RISK ASSESSMENT (LMRA) (QH-FO-057).

- Ensuring supplementary controls are applied, including isolations and gas testing.
- Ensuring that only work covered within the scope of the permit takes place.
- Ensuring that lessons learned from the job are captured.
- Ensuring that the worksite is kept in a clean and safe condition both during and upon completion of the job.
- Ensuring adequate handovers take place at shift change and crew change periods.
- Stops unsafe work.
- Inspect PPE for suitability, condition and correct use prior to the commencement of the task and periodically during the activity.
- Ensures all equipment/tools are inspected and fit for purpose.

Note: One person cannot act as Performing Authority and Issuing Authority for the same task.

Authorized Gas Tester (AGT)

Authorized Gas Testers (AGT) are authorized to test for the presence of flammable vapors, toxic gases and oxygen as required in support of Permit or CONFINED SPACE ENTRY CERTIFICATES (QH-FO-005) as requested by the issuing authority. Any hot work being conducted within 25ft of the fuel farm or fuel lines require continuous gas monitoring. For Confined space entry, the Authorized gas tester shall complete the confined space entry certificate and declare that the confined space is gas free.

Isolating Authority (IA)

The Isolating Authority (IA) is responsible for isolating specific sections of plant or items of equipment to the highest quality and security of isolation which is reasonably practicable.

The IA is also responsible for demonstrating the integrity of the isolation to the Area Authority and Performing Authority and for monitoring the integrity of isolations whilst they are in effect and ensure the removal of isolations when the job is complete and prior to equipment start up.

The IA shall also witness the insertion of spades to achieve positive isolation when required.

The IA shall complete the relevant Isolation certificate, Mechanical (QH-FO-007) or Electrical (QH-FO-006) via GOARC.

Only an individual listed as an Isolating Authority in the GYSBI STANDING INSTRUCTION 003 (GYSBI-SI-003) is allowed to perform any isolation in GYSBI.

QHSSE Advisor

The QHSSE Advisor is responsible for:

- Providing advice and guidance on the use of the GOARC PTW system
- Ensuring that relevant risk assessments or Job Safety Analysis (JSAs) are attached to the PTW;
- Monitoring the correct use of this procedure by performing daily verification on site.
- Closing out and completing permits as tasks would have been completed, not completed, or cancelled by the performing authority.

Subcontractors Shall

- Ensure adequate resources and arrangements are made to support this Procedure.
- Be responsible for ensuring their reporting employees comply with this procedure.

All Site Personnel

- Without exception, all site personnel shall have an individual responsibility to ensure that the GOARC PTW system operates correctly and that they comply with all its stated requirements where applicable.

3 REFERENCES

- GYSBI-SI-003 [S003-Isolation Authorities.pdf](#)
- QH-PR-004-A/B [Simultaneous Operations Procedure-SIMOPS Matrix-Forms A and B.xlsx](#)
- QH-PR-012 [Permit to Work \(PTW\) Audit flowchart.docx](#)
- QH-PR-002-EXC-A/B [Permit to Work Activities List.xlsx](#)

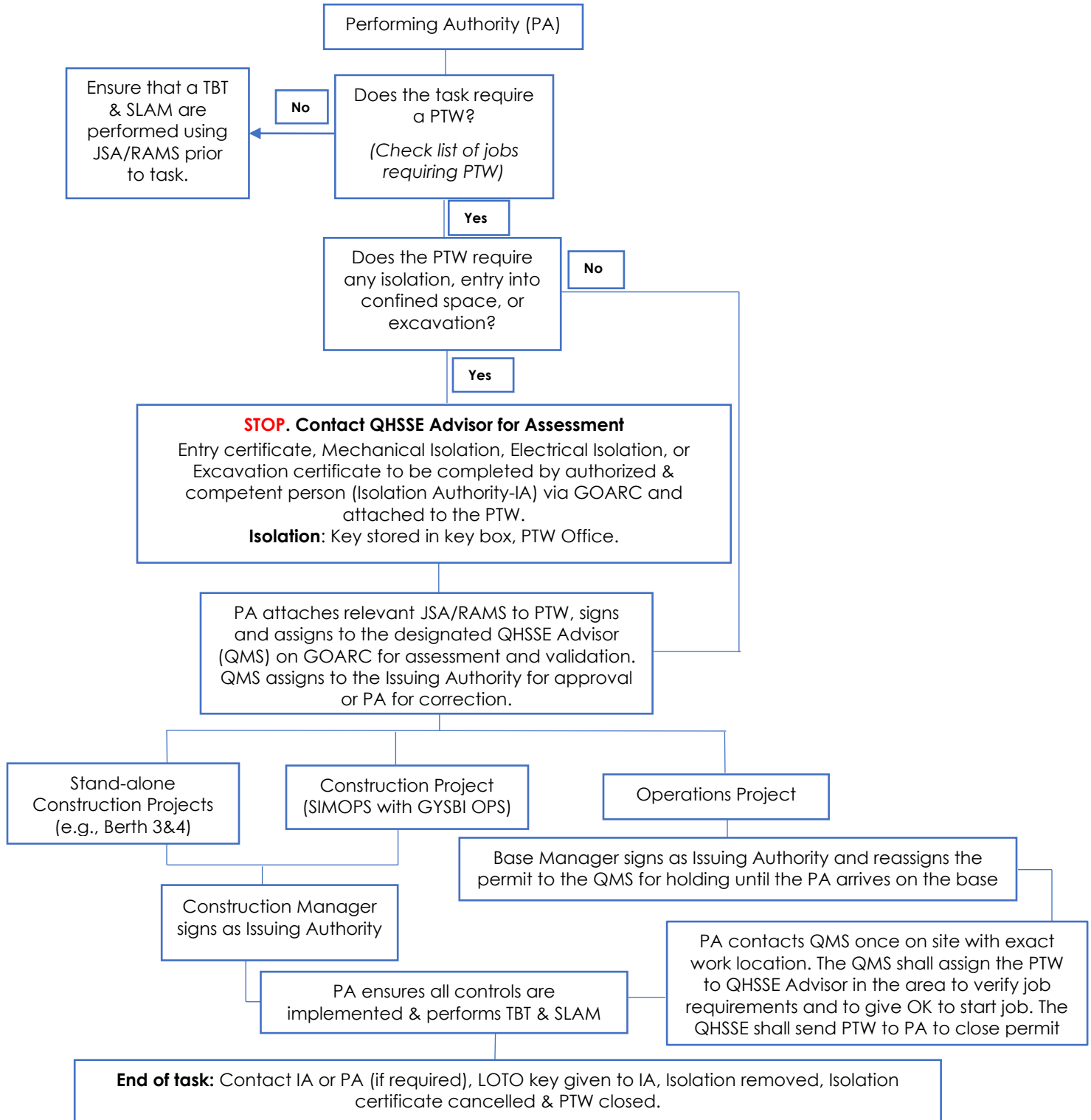
4 DEFINITIONS

Term	Definition
Control of Work (CoW)	A safety management system which incorporates Hazard and Risk Assessment (RA), Isolation Management (IM) and Permit to Work (PTW) to keep people safe and equipment free from damage whilst work is being carried out.
GOARC	An industrial safety app designed for use by company workers, operators and subcontractors to easily and effectively manage Health, Safety and Environmental systems in real time, conduct incident investigations and to record safety reports identifying unsafe acts and unsafe conditions in their workplace. It also includes positive feedback and suggestions.

Isolation	The process by which employees are completely protected against the release of uncontrolled energy, which might include live electrical systems, hydraulic or pneumatic power, pressurized vessels, hot (or cold) liquids or items that might fall by gravity; via introduction of a physical barrier that cannot easily be interfered with while the job proceeds.
Permit to Work (PTW)	A formal written system used to control certain types of work that are potentially hazardous. It specifies the work to be done and the precautions to be taken and allows work to start only after safe procedures have been defined.
Risk Assessment	A systematic process that identifies, analyzes, and controls hazards and risks that have the potential to cause harm in the workplace

5 PROCESS DESCRIPTION

When performing a work activity, the below process must be followed:



The list of activities which require a permit to work are listed in Appendix I.

Permits to Work are completed by the Performing authority using the GOARC application and assigned to the QHSSE Advisor for review.

Isolations, Lock Out-Tag Out System

It is a system to ensure that dangerous machinery and equipment are properly shut off and not started up again prior to the completion of maintenance or servicing work. The keys of padlocks used for the isolations will be placed in a lock out key box. The lock-out key box will be in the QHSSE office.

All isolation points will be identified by an isolation tag, which will be attached to the point of Isolation at the time when the isolation is applied by competent and trained person and removed when de-isolation takes place. All isolation/deisolation will be done only by personnel listed as an Isolation Authority in Standing Instruction 003.

Note: Before a permit to work is issued for maintenance work on the Schlumberger valves, manifolds or hardlines, the unit must be isolated using a line spade or blind flange. Evidence of this must be shown to the Issuing Authority before approval is given.

Distribution of Isolation Certificate

On receipt of the Permit to Work and/or Isolation Certificate, and appropriate padlock keys, the QHSSE Advisor shall place the padlock keys in the lock out box.

Removal of Isolations

When the QHSSE Advisor verifies that the work is complete, the isolations can be safely removed and will then:

1. Give the pad lock key to the isolating authority.
2. The isolating authority will remove the isolation.

3. When the isolations have been removed, the isolating authority will verify and close the isolation certificate on GOARC.

Long Term Mechanical Isolation

Long Term Mechanical Isolation is an exception to the normal rules.

Each Permit to Work has a maximum duration of 12 hours and does not exceed over shift changes, however Long-Term Isolations may be authorized for a period of up to 4 months and need to be revalidated by the isolating authority every month.

Entry into Confined Space Certificate

A CONFINED SPACE ENTRY CERTIFICATE (QH-FO-005) is used to specify the precautions that need to be taken to eliminate dangerous gas and fumes or prevent a lack of oxygen before a person is allowed to enter a confined space. The certificate shall confirm that the space is free from unsafe conditions.

Precautions shall be specified on the certificate to protect the atmosphere against the ingress of airborne contaminants from adjacent sources.

The Confined Space Entry Certificate shall be used together with relevant Permit to Work.

Excavation works

When a task involves excavation a Permit to work form will be completed indicating excavation works, which is to accompany the EXCAVATION WORK PERMIT FORM (CO-FO-097). The Excavation Work Permit Form must be completed and supplied with the appropriate documentation that will allow the work to commence. This would include as a minimum, drawing that outlines existing utilities.

Trained and competent personnel shall scan the area to verify and identify underground utilities. The individual who scans the area shall complete the Excavation Work Permit Form using GOARC. The Excavation Work Permit Form shall remain active for the duration of the project.

If excavation depth is greater than 5ft, a soil analysis will be required to determine the appropriate protective system that will be utilized. A competent Person shall be on site during trenching and/or excavating activities.

A rescue plan shall also be developed for any work carried out in a trench/pit greater than 5ft.

Competency & Training

All roles identified in the PTW process shall have a defined level of competency as shown in Appendix II. Competence levels shall be checked regularly, and training and competency records kept and updated.

Training, including refresher training, shall be provided to ensure that the roles and responsibilities within the PTW Process are fully understood and standards of competency are acceptable. All personnel will be trained & certified for their roles and responsibilities.

Training and competency records will be maintained for all personnel involved in the PTW process. This will include training received (including dates) as well as qualifications and certifications held. The records shall also include the due dates for refresher training and re-certification.

Training records will be retained by both the QHSSE department and the GYSBI Training Department.

Co-ordination and Prioritization of Simultaneous Activities

All work activities that are related and are likely to interact and influence one another shall be identified and the impact of the interaction understood. The planning, scheduling, and implementation of these shall be coordinated and priorities of execution defined by the Issuing authority. Where there are several subcontractors or work parties working on a site, arrangements shall be made for scheduling & work planning meetings with all parties to ensure adequate coordination of activities in line with GYSBI SIMULTANEOUS OPERATIONS (SIMOPS) PROCEDURE (QH-PR-004 A/B).

Work Permit Duration

A work permit shall be valid for maximum 12 hours which could cover the entire duration of a working shift (6:00hrs to 18:00hrs or from 18:00hrs to 6:00hrs). The work permit is not transferable; therefore, if the work will be continued by the next shift or another work group, a new work permit shall be issued to the new Permit applicant and authorized by the issuing authority.

Monitoring of Work

It must be ensured that all conditions detailed on the PTW have not been compromised and that work proceeds in a safe manner in accordance with the conditions stipulated. It is the issuing authority's responsibility to decide and provide the appropriate level of monitoring of work and maintain regular communication with those performing the work.

The issuing authority may delegate the responsibility for monitoring work but retains accountability for the PTW. A member of the QHSSE Team should be assigned to regularly visit the worksite to ascertain that the PTW conditions are being complied with by the workforce and to continually assess whether the

original PTW still covers the work in progress. All relevant information shall be recorded using GYSBI's GOARC PTW AUDIT SHEET (QH-FO-023).

To ensure that the above requirements are met:

- The QHSSE Advisor assigned to monitor the work must have the required competence to recognize when site conditions no longer comply with the PTW requirements.
- The person assigned to monitor the work must investigate any indication from the workforce that the work may be unsafe.

Status of Work Permits

The status of PTWs (including a register of associated isolations) shall be accurate, up to date and accessible by the QHSSE Advisor. This shall include a live PTW database showing the location of activities.

The QHSSE Advisor will monitor the status of all PTWs and ensure that associated registers for isolations, overrides and inhibits are maintained in an up-to-date condition.

Safe Work Site Conditions

During all project activities, with or without a PTW, effort must be made to continually ensure that the work areas are kept free of unnecessary materials, tools and personnel. Housekeeping responsibility shall be assigned, usually by the PA. This should cover all areas affected by the work.

On completion of the work activities, the PA shall ensure that:

- The area has been cleared of any tools, rags, debris etc.
- Fittings and equipment removed during the work are cleared and taken away for proper storage or safe disposal.
- The area has been cleaned as required and any spills and contaminants removed and disposed of safely.

- The work site shall be inspected by both the PA and QHSSE Advisor and confirmed as being in a safe condition on completion of work. Upon satisfactory inspection of the work site the PTW shall be closed on GOARC.

Auditing/Self-Verification

To maintain a consistently high standard of PTW Procedure application, it is essential that a program of regular auditing / self-verification be established. The audits should review and make recommendations for improvements on the correct application of the PTW Procedure, including all documentation, controls, training, and competency. Any discrepancies noted should be communicated to the site management with a requirement that corrective action plans are developed, and those actions are closed out in a timely manner.

6 RECORDS

QH-FO-005 GOARC Confined Space Entry Certificate

QH-FO-006 GOARC Electrical Isolation Certificate

QH-FO-007 GOARC Mechanical Isolation Certificate

QH-FO-009 GOARC PTW Form

QH-FO-023 GOARC PTW Audit Sheet

QH-FO-057 GOARC SLAM Last Minute Risk Assessment

QH-FO-097 GOARC Excavation Work Permit

APPENDIX I: List of Activities That Require a Permit to Work

- All hot work involving welding, burning, heating, cutting. Any spark producing activity generating an actual or potential source or ignition, except when done in the approved site workshop.
- Cutting concrete.
- Working at height activities (installation of roofing panel, canopy, straps, angle brackets. Monthly inspection/PM on overhead doors, personal basket hoist operations, installation of fence).
 - Servicing of AC unites and Big Ass Fans.
 - Scaffold erection on site.
- Working over water.
- High pressure testing of equipment such as piping, vessels, manifolds/lines etc.
- Pressure washing of equipment.
- Any work generating ignition sources inside hazardous area.
 - Work on electrical equipment in hazardous areas that can generate sources of ignition.
- Parts replacement outside the workshop.
- Processing of Hydrosite (inspection and changing of filters).
- Servicing of equipment (changing filters and parts).
- Electrical work being done in the workshop (excluding work on 12v systems).
- Any job which requires Isolation/Overriding/Disabling/Removal of safety critical equipment/systems, in/out of the workshop.
 - Working on equipment which requires Energy isolation.
 - Working on equipment which requires Isolation from hazardous substances (hydrocarbon, flammable materials, toxic materials, etc.)
- All non-routine inspection & maintenance activity on critical equipment.
- Commissioning of new machinery during routine operations.
- Handling materials weighing more than 90% of SWL of the lifting equipment.

-
- Work on / or near moving equipment where safety barriers and guards have to be bypassed / removed.
 - Operations where heavy machinery e.g., cranes, mechanical excavators, trucks etc.) which could pass over live hydrocarbon systems or come into contact with overhead power lines.
 - Grading and compacting.
 - Excavation (must be accompanied by QH-FO-097 Excavation Work Permit).
 - Demolition.
 - Construction Activities.
 - Confined Space Entry where there is a risk from toxic and hydrocarbon fumes or oxygen depletion.
 - Work in contaminated or possibly contaminated atmosphere or in an atmosphere where TLV of a toxic gas is exceeding the acceptable limits.
 - All operations involving X-ray, radioactive & explosives sources.
 - Use of Nitrogen.
 - Bulk Transfer.
 - Fluid discharge in GYSBI drains or the river.
 - All work performed by third party contractors.
 - Any other activities which deviate from regular procedures having potential for high risk where JSA alone cannot provide adequate risk mitigation.

NB: Any mechanical work being conducted in the Mechanical Workshop by the GYSBI mechanical team does not require a permit to work unless an isolation is required.

APPENDIX II: Competency & Training Requirements

Table 2 Competency & Training Requirements

ROLE QUALIFICATIONS	QUALIFICATIONS	EXPERIENCE	KNOWLEDGE	TRAINING
All site personnel	Relevant to their particular trade	Previous experience relevant to shore base ops, large scale construction activities	Site specific rules including the Life Saving Rules	Induction Life Saving Rules GOARC PTW Awareness
Issuing Authority	No specific requirement	Control of Work in operations / construction environments. Working with subcontractors.	Ops /Project Regulations & Standards. Relevant knowledge of the Site and associated work activities.	Induction Life Saving Rules Control of Work & GOARC PTW awareness Issuing Authority Section
QHSSE Advisor	NEBOSH or Guyana recognized HSE qualification	3 – 5 years dependent of level 1, 2 or 3	GYSBI Ops / Project Regulations & Standards. Relevant knowledge of the Site and associated work activities. GYSBI HSE Management System	Induction Life Saving Rules Control of Work & GOARC PTW and other topics as defined in the training matrix

Performing Authority	Trade Qualifications Good level of English both written and spoken	Relevant experience in in managing trade operatives	GYSBI Ops / Project Regulations & Standards. Relevant knowledge of the work activity process	Induction / Control of Work & GOARC PTW. Life Saving Rules RAMS / JSA /Risk Assessment Lock out /Tag out
Authorized Gas Testers (AGT):	Good level of English both written and spoken	Previous experience	GYSBI Ops / Projects Regulations & Standards.	Induction Life Saving Rules Control of Work & GOARC PTW. Gas tester / Confined space
The Isolation Authority	Engineering Diploma or Technical Certificate (Electrical and/or Mechanical)	10 years	GYSBI Ops / Projects Regulations & Standards.	Lock out / Tag out Life Saving Rules GOARC PTW Awareness

REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	-	-	-	-
2	-	-	-	-
3	6 April 2020	-	Michael James Sean Hill	-
4	13 Aug 2020	-	Michael James Sean Hill	Document layout changed to new company format
5	25 Aug 2021	-	Sean Hill	Updated to include excavation work and reference to permit CO-017 reference
6	28 Dec 2021	-	Andrew Dowson	Updated PTW Flowchart
7	27 Apr 2022	-	Kurt Busuttil	Updated PTW Flowchart to include project types
8	01 Jul 2022	-	Kurt Busuttil	Appendix 1, point #12- requirement for permit to work for handling loads changed from weighing more than 85% of SWL of lifting equipment to 90%.
9	20 Oct 2022	Leah Milo	Kurt Busuttil	Updated to include: <ul style="list-style-type: none"> • Offsite projects under scope • Responsibilities • Use of the PTW system on GOARC • Isolation Lockout/ Tag-out • Excavation Permit • Training Records retention • Work Permit Duration • Appendix I and Appendix II- Isolation Authority • Isolation of Schlumberger units during maintenance work Document Number updated
10	08 Feb 2023	Leah Milo	Andrew Dowson	Process Description Flow chart and Appendix II updated to reflect current practices.
11	19 Mar 2023	Ezekiel Karim Leah Milo	Kurt Busuttil	Document format updated to the requirements of the Control of Documented Information Procedure. Updates to procedure include: <ul style="list-style-type: none"> • Responsibility shift – QHSSE Advisors now hold the responsibility of closing and completing permits in GOARC in lieu of the issuing authority • List of associated GOARC Forms added to Records • Links to all applicable references added • Definitions of applicable terms included
12	28 Apr 2023	Leah Milo	Kurt Busuttil	Appendix 1: List of activities that require a Permit to Work updated to include additional tasks.
13	13 Jan 2024	Gracelyn Trim Leah Milo	Kurt Busuttil	Permit to Work process flow updated to include QHSSE Verifications prior to commencement of third-party jobs.
14	13 May 2024	Leah Milo	Elroy Vankennie	Document updated to include the link to QH-PR-002-EXC-A/B Permit to Work Activities List under References.

**PERSONAL PROTECTIVE
EQUIPMENT (PPE)
PROCEDURE**

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This procedure shall be used by all departments and updated by QHSSE Department

1 INTRODUCTION

Personal protective equipment (PPE) comprises a range of clothing and equipment which are worn by employees, contractors, tenants, and visitors, as appropriate, to protect or shield their bodies from workplace hazards.

This document describes the appropriate PPE that each employee, contractor, tenants, and visitor shall wear to prevent injury. It describes what is required, when, and where it shall be worn.

This document does not address Ionizing Radiation or H₂S PPE. Should these or other Hazards arise within GYSBI's operations, requiring specialized PPE, it shall be risk assessed in accordance with QH-PR-009 RISK ASSESSMENT PROCEDURE, implemented as needed, and the procedure shall be revised.

It is mandatory for all GYSBI employees, contractors, and visitors to wear PPE as prescribed in this document.

Minimum PPE required consists of:

- Hi-Visibility Coveralls
- Hi-Visibility Vest and clothing (for Managers or persons not engaged in physical work activities)
- Hard Hat (and Hard Hat Covers for Banks Persons)
- Safety glasses (prescription or non-prescription) with side shields
- Protective Safety-toe footwear
- Gloves

(Note: The full extent of PPE requirements shall be assessed by carrying out the appropriate S.L.A.M Last Minute Risk Assessment).

2 RESPONSIBILITY

- Top management shall be responsible for the provision of all PPE for GYSBI personnel and occasionally, visitors.
- The QHSSE Manager or designate shall be responsible for implementing, enforcing and updating this procedure.
- The QHSSE Team shall be responsible for providing guidance and advice on the implementation of this procedure.
- All GYSBI employees, contractors, tenants and visitors shall be responsible for adhering to the requirements of this procedure whilst working on site. Failure to comply will result in disciplinary actions in the case of employees and possibly irrevocable removal of contractors/visitors from all GYSBI locations.

3 REFERENCES

- ANSI Z41 | BS EN 345 -1 | EN ISO 20345
- ANSI Z41 | EN345 | EN ISO 20345
- ANSI 107-2010 | EN ISO 20471
- ANSI 101-2014 | BS EN 465, BS EN 466
- ANSI 107-2010 | EN ISO 20471
- ANSI/ISEA 107 Type O, Class 1
- AS 4758 or ISO 12402
- ANSI Z87+ | EN 166.1.F

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROCEDURE

- ANSI Z87+ | EN 166.1.F
- ANSI S3.19 | EN 352-2
- ANSI/ISEA Z89.1 | BS EN 397
- ANSI Z88
- EN 149
- ANSI 105-2016 | BS EN 388
- ANSI Z49.1 | EN 12477
- ANSI/ASSE Z359 | EN 361, EN 1497, EN 358
- ANSI 103-2010 | ISO 13998
- Code of Federal Regulations, Part 1910 Subpart 1, 'Primary Personal Protective Equipment Standards'
- QH-PR-016 [Site Induction Procedure.docx](#)
- SC-PR-006 [Issuing PPE.docx](#)
- HR-PR-001 [Employee Evaluation Procedure.docx](#)

4 DEFINITIONS

Term	Definition
High Visibility (Hi-Vis)	any clothing worn that is highly luminescent in its natural matt property or a color that is easily discernible from any background.
Hydrogen sulfide (H ₂ S)	a colorless, flammable, extremely hazardous gas with a "rotten egg" smell.
Job Safety Analysis (JSA)	the process is a technique for systematically analyzing a job by listing the key job phases & associated tasks and identifying potential hazards associated with each key phase and associated task.

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROCEDURE

	Critical actions or safeguards to eliminate or control the hazards are then developed, documented, and implemented.
Physical Work Duties	Executing a manual task that requires bodily force. Example: lifting an object, climbing to height, directing/operating machinery, strapping of loads, construction activities, maintenance work, etc.
Risk Assessment	process that is, in turn, consists of three processes: risk identification, risk analysis, and risk evaluation.
Risk Assessment Method Statement (RAMS)	a picture based, step-by-step document, that provides a comprehensive overview of a specific operational activity/task, the risk associated in each stage of the activity/task and the corresponding mitigation measures.
Stop, Look, Assess, Manage (S.L.A.M) Last Minute Risk Assessment (LMRA)	a last-minute risk assessment tool used prior to the commencement of operational tasks and during operational tasks when conditions would have changed or where the risk of a potential incident is increased. SLAM is used in conjunction with the RAMS that is specific to the operational task to be conducted.

5 PROCESS DESCRIPTION

PPE Exceptions

- GYSBI employees, contractors, visitors etc., will not be required to wear PPE inside buildings or enclosed vehicles.
- PPE is not required when walking to/from an enclosed motor vehicle to a building provided the parking space is close to the building and not in an operations area.
- Emergency response team personnel, Fire Service Workers, Military & Law Enforcement are exempt from standard PPE when responding to an incident. The PPE requirements will be determined by the On-Scene Commander/QHSSE Supervisor.
- Managers whose typical working location is in an office space are exempt from coveralls but must wear Hi-Vis Vests instead. Management and visitors touring the base and not engaged in physical work duties are exempted from wearing coveralls.

GYSBI Employees

- All GYSBI employees, including supervisory staff, shall be provided with PPE based on the level of risk.
- For inclement weather, employees who work outside shall be furnished with waterproof clothing/rain gear.
- All the following PPE shall be worn together, by confirmed GYSBI Banks Persons during operations:
 - Hi-Visibility Vests
 - Hi-Visibility Hard Hat Covers
 - Neon Gloves

Contractors & Visitors

- Contractor employees are required to wear PPE in the same circumstances as GYSBI employees.
- Contractors, Tenants and Visitors entering GYSBI facilities are expected to furnish their own PPE. Exceptions shall be made for VIP visitors to the site, on a case-by-case basis.

Green Hat Policy

All GYSBI & contract employees shall wear **Green Hard Hats** under the following circumstances:

- Where the employee is new to the organization – for a period of 3-6 months.
- **All** infrequent, short-term visitors e.g., management, VIP's regardless of when they were last on site.

Note: Before switching to White Hard Hats or Yellow Hard Hats, in the case of QHSSE Personnel, the required probationary assessment shall be carried out by the relevant department head, in accordance with HR-PR-001 EMPLOYEE EVALUATION PROCEDURE.

PPE Requirements

Coveralls

Required Features:

- Coveralls shall be utilized by any person on the base conducting physical work duties.
- Coveralls - Color: Blue with Hi-Vis stripes
- At a minimum, fabrics shall be the equivalent of tropical 4 oz./yard or equivalent. With multiple bands of reflective trim. There should be 1 band

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROCEDURE

around each arm and 1 band around each leg with GYSBI logo rectangle tag on the right chest above pocket.

- Coverall shall meet ANSI 107-2010 approved standard.
- Coveralls shall be worn by all GYSBI operational personnel.
- Only confirmed Banks Persons shall wear Hi-Vis Vests over their Coveralls, for identification purposes.

(Note: Elastic Reflective Belt-Safeguard does not meet the requirement of ANSI 107-2010 Standard and is not reflective of a PPE).



Eye and Face Protection

- All personnel shall wear safety glasses, conforming to approved personal eye protection standards, with side shields.
- Where required, prescription safety glasses with side shields should be worn. GYSBI employees will be allowed one pair of prescription safety glasses at the expense of the company.
- **Tinted** type **safety glasses** may be worn from dawn to dusk only.

- Eye protection is not required when operating or riding in an enclosed vehicle.

Note: If the window is open, the vehicle is no longer enclosed and minimum eye protection is required.

- Contact lenses may be worn under approved safety glasses.
- A basic impact approved **face shield** over **safety glasses** is required for the following tasks:
 - High pressure water blasting
 - When using a grinder or powered wire wheel
 - Chipping or hammering which could result in flying fragments or debris.
 - Handling and sampling of acids, caustics & other corrosive chemicals
- Basic impact approved goggles shall be worn for the following tasks:
 - Working in a dusty environment
 - Mixing cements or other dusty materials
 - Handling or working around materials that generate excessive dust.
 - As determined in the pre-job risk assessment.
- To protect against direct gas welding light or reflected rays in confined spaces, filter lens burning goggles shall be worn.
- To protect against indirect arc rays when assisting welders, dark green plastic cover goggles shall be worn.
- When arc welding, filter lens, arc welding shields/hoods over safety glasses shall be worn.

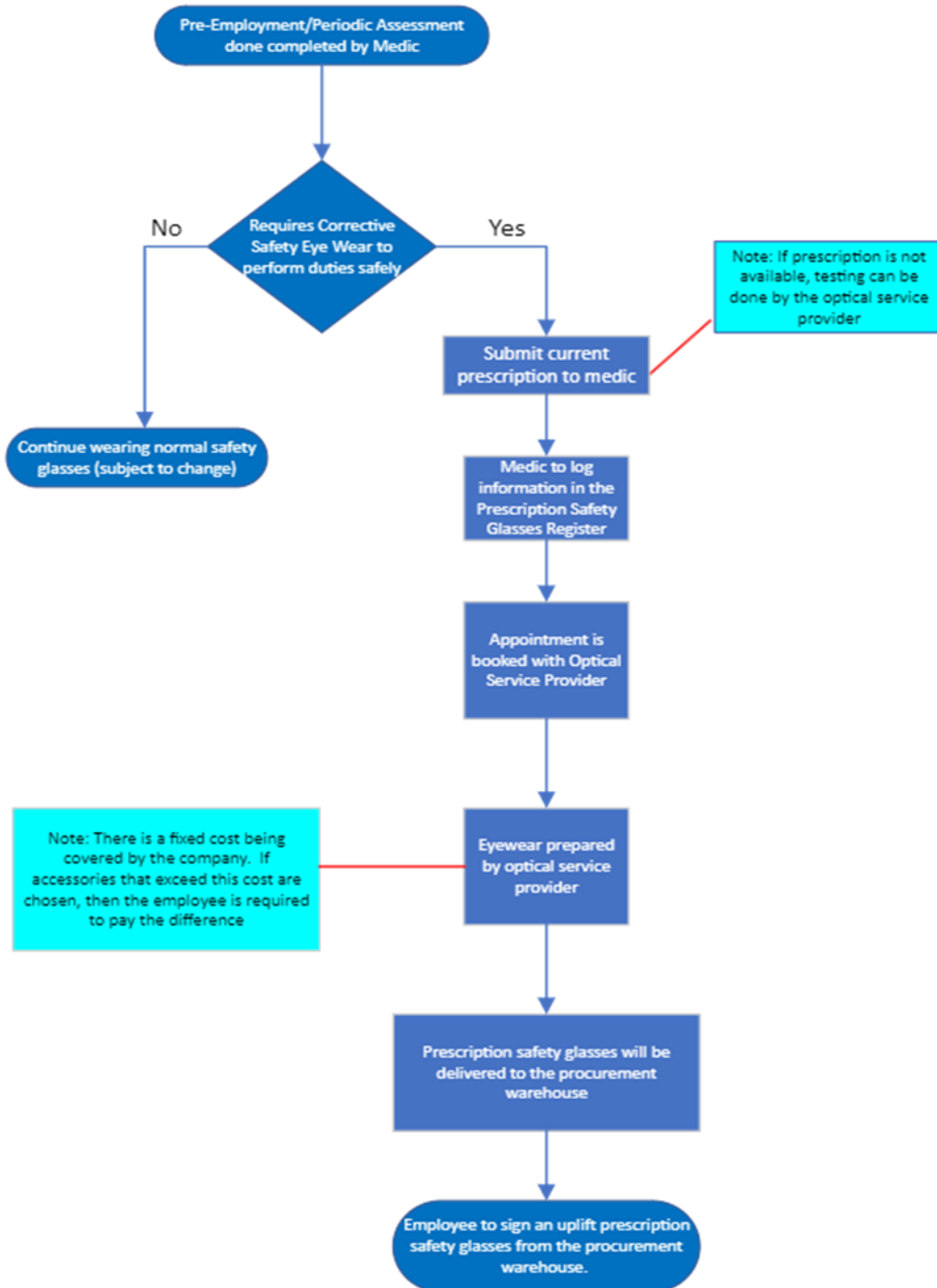


Required Features:

- General Purpose Safety Spectacle - Conforming to EN 166.1.F / ANSI Z87+ - Clear Polycarbonate anti-scratch lenses (with side shields). Dark versions may be used outside of buildings and during daylight hours only.
- Safety Over Spectacle – Conforming to EN 166.1.F / ANSI Z87+ - Clear Polycarbonate anti-scratch lenses (with side shields)
- Safety Goggles – Conforming to EN 166.1.B.3.4.9 / ANSI Z87+ - Dust and Liquid protection Indirect Vent Goggle with Ant-mist
- Safety Face Shields – Conforming to EN 166.1.F / ANSI Z87+ - Clear Polycarbonate anti-scratch shield
- Prescription Safety Glasses – ANSI Z87 prescription safety glasses which provide impact, splash, dust and optical radiation protection, Shatterproof lenses, Side Protection, Clear/dark lenses for day and night shift, UV protection, Scratch Resistant Coating.

Prescription Safety Glasses Flow Chart

Prescription Safety Glasses will be issued as follows:



Head Protection

Required Features:

- General Safety Helmet (Hard Hat) conforming to safety requirements for Industrial head protection LT (Low Temp), HT (High Temp) ANSI/ISEA Z89.1 - 2014, Type 1, Class E/BS EN 397
- GYSBI Standard issue Hard Hat – MSA V-Gard®
- Colors – Green, White and Yellow



(Pictures for illustration only)

Each employee shall be furnished with a protective helmet by the company in White, Green, and Yellow, referred to above, and in accordance with the Green Hat Policy.

- The employee must make sure the fit is good and the suspension should be inspected before use.
- Hard hats must be worn with the bill forward unless under a welding helmet.
- Chin straps must be worn when working at height and in high winds.
- Employees working on electrical equipment must wear a protective helmet designed to reduce electrical shock hazards ANSI/ISEA Z89.1 - 2014, Type 1, Class E with the same required features stated above.

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROCEDURE

GYSBI issued Safety Helmets will have the company name at the front of the helmet and no other stickers or similar attached.

Hard hats shall be replaced after being subjected to impact, struck by a falling object, extreme heat and in any case every two (2) years.

Only confirmed Banks persons shall wear Hi-Vis Hard hat covers, for identification purposes.



Hard Hat Hi-Vis Cover

Hair Length Requirements – Long hair around Machines and Equipment:

- Employees are required to cover and protect long hair to prevent it from getting caught in machine parts such as belts, chains, and rotating parts.
- Employees are also encouraged to pay close attention to work pieces that have slots or other surface profiles that may increase the risk of entanglement.

Hair length with the potential to be caught in Machines, Slings, CCU's, should be securely fastened, using hair net, soft caps, ponytails. Extremely long hair (dreadlocks, braids) can be tied up in a knot or bun, and a hair net or wave cap can be used to support same.



Dreadlocks tied up in a Knot

Hand Protection

The number of applications for which hand protection must be provided is quite extensive. In general, protection shall be provided wherever there is a hazard. A comprehensive list of hazards must be compiled for each activity and suitable hand protection obtained.

Gloves will be selected based on:

- the material being handled,
- the hazard involved, and
- their suitability for the operation being conducted.

Gloves shall also be worn when there is a potential for hand injury, such as climbing ladders, closing toolboxes, picking up trash, etc. Personnel are encouraged to carry gloves whenever standard PPE are worn.

Hi-Vis gloves shall be worn by confirmed Banks Persons only, to improve signaling visibility to operators.



One type of glove will not work in all situations. For general work, the minimum specification is cotton, general duty work glove, to protect the hand from cuts.

All employees, contractors and visitors are required to select and wear the proper gloves for the types of hazards expected in performing a task.

It is acceptable to work without gloves on jobs requiring a greater amount of dexterity than a gloved hand would allow. Gloves may also create a hazard when worn around revolving tools or machinery.

The pre-task risk assessment should consider whether gloves are appropriate and must be completed prior to beginning work.

Some examples of specialized protective gloves are:

- Chemical Protective
- Thermal Protective
- Abrasion Resistant
- Fire Fighting

The following types of gloves should be used under most circumstances on the Shore base:



General use



Chemical handling



Wash Bay

Required Features:

- BS EN 388 or ANSI 105-2016
- General Purpose Safety Gloves - Conforming to ANSI/ISEA 105:2011

- Chemical Protection Gloves - Conforming to ANSI/ISEA 105:2016, Level 1-
For applications less than 176 degrees Fahrenheit/80 degrees Celsius.

Foot Protection

For general use, a good grade of work boot is the minimum standard.

Footwear shall have a protective safety-toe (such as steel toed or non-metallic toe cap) meeting the requirements of ASTM F2413-05 / BS EN 345 -1

Required Features:

- Fitted snugly to the feet via laces, zippers, other securing mechanisms, or slip on.
- Dual density polyurethane anti-static sole.
- Pierce resistant steel midsole.
- 200 Joule Toe Cap Protection
- Off-set heel.
- Ankle protection (AN)

When working near electrical equipment, non-conductive footwear or overshoes should be worn.

Chemical protective foot protection will be worn when working with chemicals.



(Pictures for illustration only)

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROCEDURE

Unacceptable footwear includes:

- Athletic style shoes,
- flat soled shoes without an offset heel,
- open toed shoes,
- crepe soled shoes,
- tennis shoes,
- sneakers,
- canvas type shoes,
- sandals,
- high heeled shoes,
- clogs
- shoes with metal taps – These are unacceptable in any Process, Maintenance, Warehouse, Field area.

Hearing Protection

Line Managers shall consult with the QHSSE Team in selecting hearing protection devices with appropriate noise reduction ratings.

Required Features:

- Disposable Foam Earplugs to Protect Against Long-term Exposure – SNR Testing according to ANSI S.3.19-1974



Respiratory Protection

Some tasks may require the use of Respiratory Protection Equipment (RPE). The most common on site is the use of Dust Masks.

When handling chemicals which produce excessive airborne vapors or fumes, a Respirator may be required.

The Respirator and its filter/cartridge are to be selected for filtering the appropriate contaminants (refer to Appendix II - Cartrid) and shall not be used in oxygen deficient atmospheres.

The SES is to be consulted in order for a COSHH risk assessment to be produced, confirming the type of RPE required.

Required Features:

- Features of Respirators should conform to ANSI Z88 Standards.



Respirators



Dust Masks

Chemical Handling

Personnel handling chemicals need body protection against splashes and droplets, which will be identified as one or more of the control measures after conducting a COSHH assessment.

Required Features:

Protective clothing (suits or aprons) manufactured from materials conforming to the following standards should be worn, depending on the risk identified by the assessment:

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROCEDURE

- BS EN 465 (spray tight connections),
- BS EN 466 (liquid tight connections) or
- ANSI 101-2014 (basic liquid chemical protection).



Harnesses / Lifejackets etc.

Working at height may require the use of a safety harness.

On site, a variety of harnesses are used for different purposes.

- Working at a height without adequate handrails or in a Mobile Elevated Work Platform (MEWP) will require a double lanyard / single block harness.

Required Features:

- Features should conform to ANSI Z359.11-2014 standards or equivalent.



Double lanyard/single block

Life Jackets

Lifejackets are required for use when:

- working beyond the yellow line at the wharfs edge,
- embarking/disembarking a vessel using the gangway.

Below is the recommended life jacket for work use.



Required Features:

- Standard: AS 4758 or ISO 12402: level 275, level 150, level 100 or AS 1512.
- Level 100 and higher lifejackets provide a high level of buoyancy and are:
 - Approved for use in unprotected waters.
 - Fitted with head and neck support.
 - Designed to keep you in a face up floating position.
 - Manufactured using high-visibility colours.
 - Suitable for offshore and general boating in all waters.

Maintenance and Replacement of PPE

PPE Issuance

- As a minimum requirement, the manufacturer's recommendations for replacement periods and shelf life of equipment must be adhered to.
- Operatives are required to show 'proof of need' to the storekeeper when requesting new PPE. The old PPE will be handed in before the new one is issued.

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROCEDURE

- Prescription safety glasses will be replaced if damage occurs due to work activity or when their functionality decreases due to time.
- When not in use, prescription glasses shall be stored in protective casing, and cleaned as directed by the manufacturer.
- Staff resigning within six months of being issued prescription safety glasses are liable to repay the cost expended by the company.

Every GYSBI employee will receive an annual issue of PPE as follows:

-Coveralls	4/year
-Safety Glasses / Over-glass	4/year
-Prescription Safety Glasses	As required/ as needed
-Safety Boots	1pr/year
-General Purpose Gloves	4/year
-High Visibility Vest	1/year
-White Hard Hats	1 every 2 years
-Green Hard hats	Exchanged to White/Yellow after 3-6 months

Note: The above is meant to provide some control over the issuance of PPE and is based on lifetime expectancy.

It is understood that conditions can arise that will warrant issuance before the timelines stated e.g., wear and tear, unexpected damage, incidents, theft, etc., as such, this will be managed on a case-by-case basis.

When assigned tasks, workers will be given the appropriate PPE to work safely.

PPE Requisition

Supply Chain's SC-PR-006 ISSUING PPE PROCEDURE shall be utilized to guide the issuance of all PPE.

Prescription Safety Glasses

For any queries regarding Prescription Safety Glasses, contact can be made with Dr. Michele Ming BSc (Hons), MCOptom. (UK), FAAO (USA), Optometrist/Contact Lens Specialist via 225-4395 Office / 623-4283 Mobile.

Medics shall book appointments via: mingsoptical25@gmail.com

Days, time, and number of persons per day, at identified location shall be communicated in correspondence with the following:

<p>Georgetown Tues, Wed, Thurs, Fri. 2 Pts. @ 13:00h 2 Pts. @ 13:30h 2 Pts. @ 14:00h 2 Pts. @ 14:30h <u>Total 8 persons daily × 4 days</u></p>	<p>Parika Tues and Thurs 2 Pts. @ 12:00h 2 Pts. @ 12:30h 2 Pts. @ 13:00h 2 Pts. @ 13:30h <u>Total 8 persons daily × 2 days</u></p>	<p>Mon Repos Wed and Sat 10:00h to 13:00h <u>6 persons daily × 2 days</u></p>
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PPE Distribution Matrix

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENT MATRIX																				
D U T I E S	COVERALLS	RAIN SUIT	HARD HAT	SAFETY BOOTS	LONG BOOTS	GENERAL PURPOSE PROTECTIVE GLOVES	HEAT / CHEMICAL RESISTANT GLOVES	SAFETY GLASSES	FACE SHIELD	DISPOSABLE EAR PLUGS	SUN VISOR	HIGH VISIBILITY VEST	LIFE JACKET	GREEN APRON	ANTI-DUST MASK	TYVEK SUIT	ANTICHEMICAL GLOVES	RESPIRATOR	DISPOSABLE GLOVES	WELDERS GLOVES
	MAINTENANCE	X	X	X	X	X	X		X	X	X	X	X	X		X	X		X	
LOAD HANDLERS	X	X	X	X	X	X		X	X	X	X	X	X		X					
BANKS PERSONS	X	X	X	X	X	X		X		X	X	X	X		X					
WASHBAY ATTENDANTS	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X			
WATER BUNKERING	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	
FUEL BUNKERING	X	X	X	X	X	X	X	X			X	X	X		X					
SUPERVISORS	X	X	X	X	X			X			X	X								
BASE MANAGERS	X	X	X	X	X			X			X	X								
CLERICAL STAFF		X	X	X	X			X			X	X								
ADMINISTRATIVE STAFF		X	X	X	X			X			X	X								
JANITOR		X	X	X	X			X			X	X			X		X		X	
MECHANIC	X	X	X	X	X	X		X		X	X	X			X	X	X			
ELECTRICIAN	X	X	X	X	X	X		X		X	X	X			X					
CONSTRUCTION STAFF	X	X	X	X	X	X		X	X	X	X	X	X		X					X
CRANE OPERATOR	X	X	X	X	X	X		X			X	X			X					
FORK-LIFT OPERATOR	X	X	X	X	X	X		X			X	X			X					
MEDIC	X	X	X	X	X			X			X	X	X		X					
TRUCK DRIVERS	X	X	X	X	X	X		X			X	X			X					
SAFETY OFFICER	X	X	X	X	X			X			X	X			X					
DRIVER	X	X	X	X	X			X			X	X			X					

APPENDIX 1

Standards for PPE

PPE	STANDARD
Footwear	
Safety Boots (steel toed)	ANSI Z41 BS EN 345 -1 EN ISO 20345
Long Boots (steel toed)	ANSI Z41 EN345 EN ISO 20345
Coveralls	
GYSBI Coverall	ANSI 107-2010 EN ISO 20471
Tyvek Suits	ANSI 101-2014 BS EN 465, BS EN 466
Clothing	
Hight Visibility Vest	ANSI 107-2010 EN ISO 20471
Rain Suits	ANSI/ISEA 107 Type O, Class 1
Life Jackets	AS 4758 or ISO 12402
Head and Face protection	
Safety Glasses and Over Glass (clear and dark)	ANSI Z87+ EN 166.1.F
Face Shields	ANSI Z87+ EN 166.1.F
Ear Plugs	ANSI S3.19 EN 352-2
Hard Hat	ANSI/ISEA Z89.1 BS EN 397
Respirators	ANSI Z88
Dust Masks	EN 149
Hand Protection	
General Use Gloves	ANSI 105-2016 BS EN 388
Chemical Resistance Gloves	ANSI 105-2016 BS EN 388
Welders Gloves	ANSI Z49.1 EN 12477
Other Equipment	
Safety Harness	ANSI/ASSE Z359 EN 361, EN 1497, EN 358
Apron	ANSI 103-2010 ISO 13998

APPENDIX II

Cartridge and Filter Reference Chart

CARTRIDGE AND FILTER REFERENCE CHART			
CARTRIDGES AND FILTERS FOR AIR-PURIFYING RESPIRATORS			
Part No.	GAS AND VAPOR CARTRIDGES		Label Color
75SC		Defender™ Multi-Purpose Cartridge: Organic Vapor, Ammonia, Methylamine, Formaldehyde and Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Sulfide [escape], Hydrogen Fluoride, Chlorine Dioxide)	Olive
N75001		Organic Vapor Cartridge	Black
N75002		Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide) and Formaldehyde Cartridge	White
N75003		Organic Vapor and Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide) Cartridge	Yellow
N75004		Ammonia and Methylamine Cartridge	Green
N750052		Mercury Vapor and Chlorine Cartridge with End-of-Service-Life-Indicator (ESL) for Mercury Vapor	Olive
COMBINATION GAS AND VAPOR CARTRIDGES WITH P100 PARTICULATE FILTERS			
75SCP100		Defender™ Multi-Purpose Cartridge and P100 Particulate Filter: Organic Vapor, Ammonia, Methylamine, Formaldehyde and Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Sulfide [Escape], Hydrogen Fluoride, Chlorine Dioxide) with a P100 particulate filter (99.97% minimum filter efficiency) for all particulates	Olive and Magenta
7581P100		Organic Vapor Cartridge with a P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	Black and Magenta
7582P100		Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide) and Formaldehyde Cartridge with a P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	White and Magenta
7583P100		Organic Vapor and Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide) Cartridge with a P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates.	Yellow and Magenta
7584P100		Ammonia and Methylamine Cartridge with a P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	Green and Magenta
75852P100		Mercury Vapor and Chlorine Cartridge with End-of-Service-Life-Indicator (ESL) for Mercury Vapor, with a P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	Olive and Magenta
PARTICULATE FILTERS			
7580P100		P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	Magenta
75FFP100		Pancake: Low Profile P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates	Magenta
7535FFP100		Pancake Filter Assembly. Low Profile P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates. Filter Assembly includes 5 pair 75FFP100 and 1 pair N750035 adapters for use with air-purifying gas and vapor cartridges (except Defender)	Magenta
75FFP100NL		Pancake with odor relief: Low Profile P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates; with odor relief from nuisance levels of organic vapors, acid gases and ozone	Magenta
7506N95		N95 Non-Oil Particulate Filter (95% minimum filter efficiency) for non-oil based aerosol particulates	
7531N95		N95 Filter Assembly. Includes 1 pair each of 7506N95 filter, N750015 filter holder and N750027 filter cover	
7506N99		N99 Particulate Filter (99% minimum filter efficiency) for non-oil based aerosol particulates	
7531N99		N99 Filter Assembly. Includes 1 pair each 7506N95 filter, N750015 filter holder and N750027 filter cover	
7506R95		R95 Particulate Filter (95% minimum filter efficiency) Note: R class filters are limited to 8 hours of use in environments with oil based aerosol particulates	
7531R95		R95 Filter Assembly. Includes 1 pair each of 7506R95 filter, N750015 filter holder and N750027 filter cover	
ACCESSORIES			
N750035		Adapter for assembly of 75FFP100 and 75FFP100NL Pancake Filters to gas and vapor cartridges, (except Defender™)	
N750015		Filter Holder	
N750027		Seal Check/Filter Cover	
N750029		Shower Cap for 7580P100 Filter	

CARTRIDGES AND FILTERS FOR POWERED AIR-PURIFYING RESPIRATORS			
GAS AND VAPOR CARTRIDGES			
4001		Organic Vapor Cartridge	Black
4003		Organic Vapor, Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide, Hydrogen Sulfide) and Formaldehyde Cartridge	Yellow
4004		Ammonia and Methylamine Cartridge	Green
COMBINATION GAS AND VAPOR CARTRIDGES WITH HEPA FILTERS			
4001HE		Organic Vapor Cartridge with HEPA (High Efficiency Particulate Air-purifying) filter, (99.97% minimum filter efficiency) for all particulates	Black and Magenta
4003HE		Organic Vapor, Acid Gas (Chlorine, Hydrogen Chloride, Sulfur Dioxide, Hydrogen Fluoride, Chlorine Dioxide, Hydrogen Sulfide) and Formaldehyde Cartridge with HEPA (High Efficiency Particulate Air-purifying) filter, (99.97% minimum filter efficiency) for all particulates	Yellow and Magenta
4004HE		Ammonia and Methylamine Cartridge with HEPA (High Efficiency Particulate Air-purifying) filter, (99.97% minimum filter efficiency) for all particulates	Green and Magenta
HEPA (HIGH EFFICIENCY PARTICULATE AIR-PURIFYING) FILTER			
40HE		HEPA (High Efficiency Particulate Air-purifying) filter, 99.97% minimum filter efficiency for all particulates	Magenta
CANISTERS AND CARTRIDGES FOR GAS MASKS			
40C BFN		CBRN CAP1 Cartridge: Chemical, Biological, Radiological and Nuclear; Capacity 1 (15 minutes minimum usage). Challenge agents: Mustard, Sarin, Ammonia, Cyanogen, Chloride, Cyclohexane, Formaldehyde, Hydrogen Cyanide, Hydrogen Sulfide, Nitrogen Dioxide, Phosgene, Phosphine, Sulfur Dioxide. P100 particulate filter (99.97% minimum filter efficiency) for all particulates including biological, radiological and nuclear	Olive
40RCP100		Responder and Riot Control Cartridge: Tear Gas (Chloroacetophenone [CN], Chlorobenzylidene malononitrile [CS]) and Acid Gas (Chlorine, Hydrogen Chloride, Hydrogen Fluoride, Hydrogen Sulfide (leakage), Sulfur Dioxide) with P100 Particulate Filter (99.97% minimum filter efficiency) for all particulates including biological, radiological and nuclear	Olive and Magenta

6 RECORDS

- Personal Protective Equipment Requisition Book

REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	23 Sep 2020	-	Sean Hill Iain Martin	Initial release of document
2	15 Dec 2021	-	Andy Dowson	Included: Elastic Reflective Belt-Safeguard does not meet the requirement of ANSI 107-2010 Standard and is not reflective of a PPE. Banks Persons only are required to wear reflective vests over coveralls. Replaced PPE Requisition with appropriate references to procedure and form.
3	25 Apr 2022	-	Kurt Busuttil	Included: Issuance of Prescription Safety glasses, use and specifications.
4	27 Jun 2022	-	Kurt Busuttil	Flow chart for issuance of Prescription Safety glasses updated
5	27 Jul 2022	-	Andy Dowson	Included: Hair length requirements – Long hair around machine
6	26 Oct 2022	-	Kurt Busuttil	Included: <ul style="list-style-type: none"> Requirement of coverall for any person conducting physical work duties. Introduction of Yellow helmets for identification of QHSSE personnel. Document Number adjusted
7	17 Jun 2023	Arun Persaud Leah Milo	Andrew Dowson	Document format updated to the requirements of the Control of Documented Information Procedure. Updates to procedure include provision of: <ul style="list-style-type: none"> Hi-Vis Hard Hat Covers and Banksman vest for identification of Banks Persons. Hi-Vis/Neon gloves to improve hand signal visibility. Prescription safety glasses to eliminate the use of over glasses amongst employees.
8	10 Dec 2023	Leah Milo	Andrew Dowson	Document updated to specify that all the following PPE shall be worn by all GYSBI Banks Persons during operations: <ul style="list-style-type: none"> Hi-Visibility Vests Hi-Visibility Hard Hat Covers Neon Gloves

TRAFFIC MANAGEMENT PLAN

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This plan shall be used by all Departments and updated by QHSSE Department

1 INTRODUCTION

A key component at Guyana Shore Base Inc. (GYSBI) is management of traffic given the dynamic environment created through the movement of Vehicles, Equipment and Pedestrians. Working Around Mobile Equipment (WAME) i.e., how mobile plant and equipment communicate with people and the environment introduces certain risks that require specific guidance and controls to ensure orderly and efficient movement.

This plan outlines GYSBI's Traffic Management controls in place to maintain safe operations across both the Shore Base and Industrial Estate sites, ensuring that associated risks are appropriately managed.

2 RESPONSIBILITY

- It shall be the responsibility of the Base Manager, QHSSE Manager/Supervisor or delegate to enforce adherence to this plan.
- It shall be the responsibility of the QHSSE Manager or delegate to update this procedure as required.
- It shall be the responsibility of all GYSBI Personnel, Contractors, Tenants, and Visitors to adhere to this plan.

3 REFERENCES

- QH-PL-006 [QHSSE Management Plan.docx](#)
- QH-PL-004 GYSBI Port Facility Security Plan
- QH-PL-005-EXC [Traffic Management Plan Maps.pptx](#)
- QH-PR-001 [Investigation - Reporting Procedure.docx](#)
- QH-PR-008 [GYSBI Port Facility Entry and Exit Procedure.docx](#)
- QH-PR-009 [Risk Assessment Procedure.docx](#)

- QH-PR-016 [Site Induction Procedure.docx](#)
- QH-PR-024 [GYSBI Industrial Estate GIE Annex Entry and Exit Procedure.docx](#)
- QH-PR-027 [Drug and Alcohol Testing Procedure.docx](#)
- QH-PO-004 [Cellular and Wireless Devices in the Workplace Policy.docx](#)
- GYSBI-SI-001 [S001-Requirement for Banksman.PDF](#)
- GYSBI-SI-002 [S002-Red Zone Management at the Main Base and Annex.pdf](#)
- OP-PR-011 [Working in Adverse Weather.docx](#)
- OP-PR-040 [Journey Management Procedure.docx](#)
- MA-PR-001 [LIMBLE Procedure - Submitting a Work Request.pptx](#)
- MA-PR-003 [Maintenance Operations Procedure.docx](#)

4 DEFINITIONS

Terms	Definition
Positive Contact	Establishing clear communication of intent with the Driver of a Vehicle or Operator of Mobile Equipment and ensuring that that intent is acknowledged either verbally, via gestures, or signals.
Tenant	One who occupies rented property at any of GYSBI's facilities, for business-related reasons and requires frequent access.
Visitor	One who temporarily accesses any of GYSBI's facilities for a short time, for business-related reasons.

5 PROCESS DESCRIPTION

Access Requirements

All visitors to GYSBI as well as project-related traffic shall follow all requirements of:

- QH-PR-008 GYSBI PORT FACILITY ENTRY AND EXIT PROCEDURE
- QH-PR-024 GYSBI INDUSTRIAL ESTATE (GIE/ANNEX) ENTRY AND EXIT PROCEDURE

All visitors and drivers requiring access to GYSBI shall register online using the company's Visitor Management System (VMS) portal, provide all required information, and complete the mandatory induction process in line with QH-PR-016 SITE INDUCTION PROCEDURE.

All visitors to GYSBI including drivers collecting or delivering project-related goods, equipment, and materials must be approved by the Base Manager.

Access to the main parking area at the Administration building is restricted to approved light vehicles entering the compound and must be coordinated via Security for an approved parking pass to be issued where required.

An approved vehicle parking pass is required for vehicles utilizing the Secondary Parking Area in the vicinity of the Field Office allocated to GYSBI Operations, ExxonMobil, and their contractors.

Refer to Appendix I for PORT FACILITY LAYOUT

Non-routine Vehicles and Mobile Equipment accessing the operations base via the Northern/Southern access gates shall first obtain an Electronic visitor's pass and be guided or escorted where required, by relevant personnel until safely parked. Once parked, the keys must be removed from the vehicle or Mobile Equipment and retained by the work supervisor until the delivery is completed and the vehicle is ready to leave the area.

Vehicle and Equipment Parking

Light Vehicles, Trucks and Mobile Equipment shall be parked in designated light vehicle parking areas using reverse parking as standard practice. Vehicles shall have an operable hazard beacon.

Mobile Equipment shall park with implements grounded i.e. blades/buckets/jacking legs lowered and all potential hydraulic energy must be released.

Traffic Control

All drivers operating within GYSBI's facilities shall be subject to Alcohol and Drug screening and/or testing where required, in line with QH-PR-027 DRUG AND ALCOHOL TESTING PROCEDURE.

Active work zones involving Mobile Equipment shall be clearly demarcated by traffic cones or appropriate barriers.

GYSBI Port Facility

In principle, a one-way system exists within the operating area of GYSBI's Port Facility, flowing in the southern direction upon entry of the facility via the Northern Entrance and clockwise around the central roadway network of the base. Where two-way access is applicable, appropriate signage is erected.

Refer to Appendix II for PORT FACILITY TRAFFIC MANAGEMENT MAP

The Southern Entrance facilitates the movement of heavy load-handling vehicles. GYSBI shall utilize this Southern Entrance for transportation to and from GIE/Annex. Movement shall be two-way and detailed by OP-PR-040 JOURNEY MANAGEMENT PROCEDURE and OP-FO-002 JOURNEY PLAN FORM. No pedestrians nor light vehicles shall be allowed through this entrance. Authority to use this entrance shall be under the control of the Port Facility Base Manager and as detailed in QH-PR-008 GYSBI PORT FACILITY ENTRY AND EXIT PROCEDURE.

When not in use, the gates of this entrance will be pulled shut to prevent unauthorized access to the facility, especially at night. Due to the type of vehicles

expected through this gate, right of way must be given as they merge with the one-way traffic on the Southern Access Road. The area must remain unobstructed, especially at the merging point with the Southern Access Road.

GYSBI Industrial Estate

GYSBI Industrial Estate (GIE) storage yard (Annex) will have one way where permissible, however, a Banks Person will be used where this is unavoidable.

Refer to Appendices IV and V for GYSBI's INDUSTRIAL ESTATE (GIE/ANNEX) LAYOUT and TRAFFIC MANAGEMENT MAP & PHONE FRIENDLY ZONES.

Private vehicles entering GIE/Annex shall be forbidden from traversing through operational areas (i.e., Plots 1-4), and shall utilize the designated parking lot. Private vehicles proceeding to the Screens Warehouse within Plot 1 shall be required to utilize the designated parking area established within the warehouse yard, which is limited to ExxonMobil, QHSSE Advisor, Warehouse Supervisors, and relevant contractors.

Speed Limits

The following speed limit shall apply to all road-going vehicles traversing designated access roadways across GYSBI's sites:

- 15 kph or as specified by non-routine activities, weather, and road conditions.

Operators of vehicles carrying loads shall adjust their speed to compensate for the resulting decrease in vehicle road handling and stopping distance.

Pedestrian Control

Pedestrians shall:

- Use designated pedestrian pathways and walkways.

Exemption: For valid reasons, during routine security checks, patrols, or when responding to threats, security personnel are permitted to deviate from the designated WAME walkway, provided it is safe to do so.

Note: Clearance must be obtained when operating in or near active operational areas.

- Cross roadways at right angles.
- Never approach operating Mobile Equipment without first making positive contact with the operator (i.e., where intentions are clearly communicated either verbally or via gestures or signals), or signal from a Banksman that it's safe to approach.
- Pedestrians must always be prepared to give way to Vehicles and Mobile Equipment.

Safe Approach Distance

Pedestrians, road-going vehicles, and other Mobile Equipment shall maintain a separation distance of at least 20 meters from operational Mobile Equipment unless positive contact has been made with the operator, and the operator has acknowledged that it is safe to approach.

Driving in poor visibility conditions, the separation distance should be increased.

Right of way / overtaking rules

Pedestrians must always be prepared to give way to Vehicles and Mobile Equipment.

Vehicles approaching one another should slow down and stop if necessary. Drivers of light vehicles must always give way to heavy vehicles.

Emergency Vehicles have right of way over ALL other vehicles when their flashing lights/beacons are ON.

Use of a Banksman

Personnel working in proximity of operating vehicles or Mobile Equipment must adhere to GYSBI's Standing Instruction GYSBI-SI-001 REQUIREMENT FOR BANKSMAN.

Journey Management

Journey Management must be done in accordance with OP-PR-040 JOURNEY MANAGEMENT PROCEDURE and must be guided by OP-FO-002 JOURNEY PLAN FORM.

Communication Requirements

All and any radio communication must be in English. Communication must be brief and clear and carried out in line with OP-PR-006 RADIO PROCEDURES ETIQUETTE. Drivers shall not utilize any handheld communication devices without having stopped at a safe location. Vehicles must be stationary and fully stopped with handbrake on and hazard lights in use.

Cell Phone use is prohibited when involved in tasks and operating vehicles. Cell phones should only be used in designated areas as indicated in QH-PO-004 CELLULAR AND WIRELESS DEVICES IN THE WORKPLACE POLICY.

These areas include offices, training areas, security huts, Man Camp, rest containers/rest areas, parking lots, smoking areas, and any other phone-friendly areas identified in **Appendix III PORT FACILITY PHONE FRIENDLY ZONE** and **Appendix V GYSBI INDUSTRIAL ESTATE (GIE/ANNEX) TRAFFIC MANAGEMENT PLAN & PHONE FRIENDLY ZONE**.

Cessation of Activity and GO/NO GO Criteria

Adverse weather conditions such as heavy rain, fog, lightning, wildlife activity or operator's fatigue are to be reported immediately to the Base Manager who is authorized to decide whether to cease all activities or continue working **in line with QH-PR-009 RISK ASSESSMENT PROCEDURE** and **OP-PR-011 WORKING IN ADVERSE WEATHER PROCEDURE**.

Restricted Areas

The following locations are restricted areas and require authorization from the Base Manager before being accessed:

- Muster areas
- Fuel Storage Area
- GIE/Annex Wash Bay (Plot 1)
- Generators and Electrical Power supply Facility
- Water Treatment Plant
- Wharf and Quayside
- Any other area designated by a LMRA or work order.

Light Vehicle access to the Wharf/Quayside

The following light Vehicles are allowed to access the Wharf/Quayside for drop-offs only:

- Vessel Technicians with equipment
- Seacor/Chouest Coordinator Vehicles
- GYSBI Canter/Pickup

The following light Vehicles are allowed to access the Wharf/Quayside for the duration of their associated operation, given its nature:

- Grocery Van
- Ambulance
- SOL Fuel Vehicle
- Garbage Trucks
- Mechanic Trucks
- Crew Change Vehicles
- Vessel Supplies Vehicles
- GYSBI Fuel Truck
- GYSBI Water Truck

Damage, Near Miss, Breakdown and Recovery

All incidents and near-miss events shall be reported in line QH-PR-001 INVESTIGATION – REPORTING PROCEDURE.

When a vehicle or Mobile Equipment breakdown occurs an attempt shall be made to park the vehicle at a safe place. The operator shall inform the Base Manager immediately by telephone via 608-2855 or Radio.

The Base Manager, QHSSE Manager/Supervisor, and Base Coordinator shall arrange recovery with the Maintenance Team. The Operator, Shorebase Supervisor or Logistics Coordinator must submit a LIMBLE work request, detailing the specific Equipment in line with MA-PR-001 LIMBLE PROCEDURE – SUBMITTING A WORK REQUEST and MA-PR-003 MAINTENANCE OPERATIONS PROCEDURE.

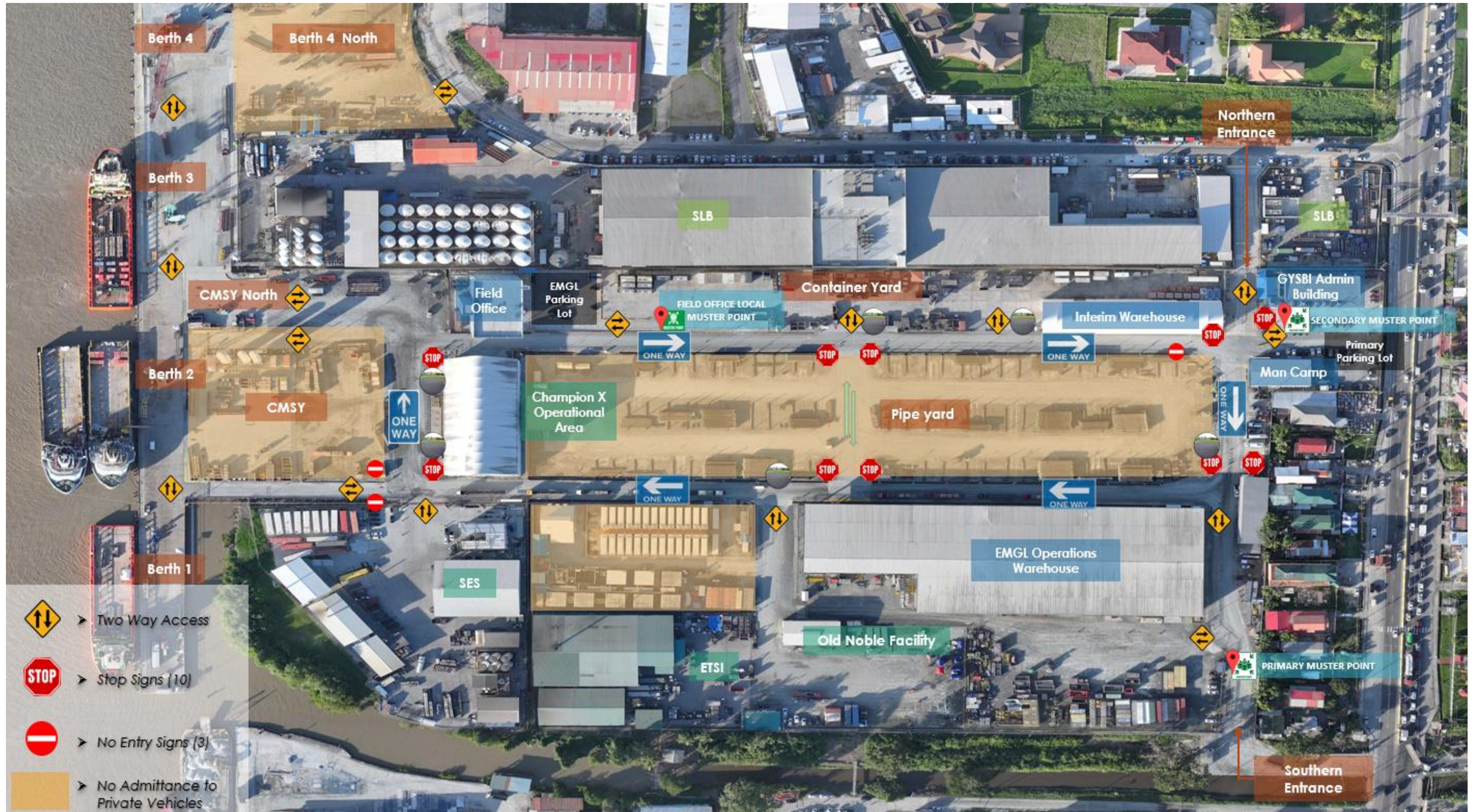
6 RECORDS

- OP-FO-002 [Journey Plan Form.docx](#)

Appendix I: GYSBI Port Facility Layout



Appendix II: GYSBI Port Facility Traffic Management Map



Appendix III: GYSBI Port Facility Phone Friendly Zones & Designated Smoking Areas



Appendix IV: GYSBI Industrial Estate (GIE/Annex) Layout



Appendix V: GYSBI Industrial Estate (GIE/Annex) Traffic Management Map & Phone Friendly Zones



REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	-	-	-	Initial release of document
2	20 Aug 2020	-	Michael James Sean Hill	Document layout changed to new company format
3	29 Sep 2020	-	Iain Martin	Appendix 3, Traffic map updated
4	6 Oct 2020	-	Iain Martin	Appendix 4, Traffic Map of the Annex
5	07 Jul 2022	-	Kurt Busuttil	Updated Document Number
6	10 May 2023	Leah Milo	Kurt Busuttil	Document format updated to the requirements of the Control of Documented Information Procedure. Updates to procedure include: <ul style="list-style-type: none"> • Rearrangement of document flow and removal of nonapplicable information. • Requirements for Light Vehicle access to the Wharf/Quayside. • Links to associated documents. • Expansion of Appendices to include Shorebase and Annex Layouts, updated Traffic management Maps and Phone Friendly Zones.
7	20 May 2023	Leah Milo	Kurt Busuttil	Designated Parking Areas added to the Shore Base and Annex Layouts
8	13 Sep 2024	Salim October Leah Milo	Elroy Vankennie	Document updated to include: <ul style="list-style-type: none"> • Reference to QH-PL-004 GYSBI Port Facility Security Plan • Exemptions given to security personnel from the utilization of the designated WAME walkway for valid reasons during routine security checks, patrols, or when responding to threats.
9	24 Jan 2025	Richard Lee Leah Milo	Elroy Vankennie	Document updated to: <ul style="list-style-type: none"> • Reference relevant documents associated with the Traffic Management Plan inclusive of QH-PL-005-EXC Traffic Management Plan Maps • Reflect revised traffic control guidelines for traversing GYSBI's Industrial Estate (GIE/Annex) Site. • Reflect current site layouts and travel routes across both GYSBI sites within the Appendices.

WORKING AT HEIGHT PROCEDURE

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This procedure shall be used by all departments and updated by QHSSE

Department

1 PURPOSE

Guyana Shore Base Inc. (GYSBI) acknowledges that tasks performed at height pose significant risks if not properly managed. As such, this Work at Height Procedure has been developed to mitigate hazards associated with the same to ensure the safety of all GYSBI employees and third parties.

GYSBI utilizes the following Hierarchy of Fall Protection visual guide (see image below) which represents the preferred order of control measures for mitigating fall hazards, emphasizing the company's progressive approach towards minimizing risk. The hierarchy can be referenced as required to better understand how each level of protection can be applied practically and effectively in our work environments.

Scope

This procedure applies to all GYSBI persons conducting work at all GYSBI worksites where there is a risk of falling a distance liable to cause personal injury, such as from a height of 2 meters or more, or when individuals are working within 2 meters of a live edge, brittle surface, or any location that could result in a fall-related injury if adequate precautions are not taken.

HIERARCHY OF FALL PROTECTION

The Hierarchy of Fall Protection is the preferred order of control for fall hazards. As the Hierarchy progresses, so does the risk.

1 HAZARD ELIMINATION
Preferred solution is to eliminate exposure to the fall hazard.

2 PASSIVE FALL PROTECTION
Physical barriers, like guardrails around unprotected edges and covers over holes.

3 FALL RESTRAINT SYSTEMS
Use personal protective equipment to restrict the worker's range of movement so they cannot fall.
* Training required

4 FALL ARREST SYSTEMS
Use personal protective equipment to arrest a fall within acceptable force and clearance margins.
* Training and rescue planning required

5 ADMINISTRATIVE CONTROLS
Least preferred solution is work practices or procedures that increase a worker's awareness of a fall hazard.
* Not recommended

PROTECTING WORKERS AT HEIGHT

2 RESPONSIBILITY

The QHSSE Manager/designate shall:

- Ensure that the Working at Height Procedure is reviewed and updated regularly to align with current safety standards and regulatory requirements.
- Validate records of certification and training for all GYSBI personnel.

The Operations/Base Managers shall:

- Ensure the implementation of the Working at Height Procedure within their respective operational areas.
- Approve all permits for work at height and ensure compliance with the safety procedures.

The QHSSE Team shall:

- Communicate changes and updates effectively to all relevant parties within the organization.
- Conducts regular audits, inspections, field verification, and validation exercises to ensure compliance with the procedure.
- Provide guidance and support during risk assessments related to work at height, and conduct PTW Verifications prior to the same.

The Emergency Response Team shall:

- Be trained and equipped to handle any emergency related to work at heights.
- Implement the relevant rescue plan in the event of an incident involving work at height.

The Human Resources and Training Support Officer shall:

- Ensure the relevant personnel are enrolled to complete the requisite training in line with TR-PL-001 TRAINING MATRIX.
- Maintain records of all GYSBI personnel training.

The Procurement Team shall:

- Collaborate with the QHSSE Team to conduct pre-assessments for third-party contractors, to ensure they meet GYSBI's safety standards for working at height.
- Purchase all equipment used for working at heights, ensuring it meets the required safety standards outlined in SC-PR-002-EXC-A-D GYSBI PURCHASING CATALOGUE & industry accepted standards.

The Maintenance Team shall:

- Ensure adherence to WAH procedures and compliance with safety regulations in all maintenance operations.
- Conduct regular inspections and ensure the maintenance of height-related equipment like ladders and scaffolds, ensuring safety and functionality.
- Manage the certification and re-certification of equipment used in working at heights, maintaining up-to-date compliance with safety standards.

All GYSBI Employees shall:

- Adhere to all guidelines and safety measures outlined in the WAH Procedure.
- Participate in all required training and safety meetings related to work at height.
- Report any unsafe conditions or incidents to their immediate supervisor or the QHSSE department.

All Third-Party Contractors shall:

- Adhere to all safety requirements outlined and specified in GYSBI's WAH Procedure.
- Ensuring their employees are trained and certified for work at heights as per GYSBI's requirements.
- Provide their own equipment which must meet or exceed safety standards set by GYSBI.
- Participate in safety assessments and inspections as required by GYSBI.

3 REFERENCE

- GYSBI-SI-001 [S001-Requirement for Banksman.PDF](#)
- GYSBI-SI-002 [S002-Red Zone Management at the Main Base and Annex.pdf](#)
- QH-PR-001 [Investigation - Reporting Procedure.docx](#)
- QH-PR-002 [Permit to Work \(PTW\) Procedure.docx](#)
- QH-PR-003 [Simultaneous Operations Procedure.docx](#)
- QH-PR-006 [Management of Change Flowchart.docx](#)
- QH-PR-007 [QHSSE Communication Procedure.docx](#)
- QH-PR-009 [Risk Assessment Procedure.docx](#)
- QH-PR-013 [Medical Emergency Response Flowchart.docx](#)
- QH-PR-015 [Contractor Management Procedure.docx](#)
- QH-PR-020 [Dropped Object Prevention Scheme Procedure.docx](#)
- QH-PL-015 [GYSBI Port Facility Emergency Response Plan.docx](#)
- QH-PL-012 [GYSBI Industrial Estate Emergency Response Plan.docx](#)
- QH-PL-002 [Emergency Response Strategy.docx](#)
- QH-PL-010 [Station Bill Port Facility.docx](#)
- QH-PL-002 [Station Bill GIE Annex.docx](#)

- QH-PL-016 [Person Overboard Rescue Plan - Wharf.docx](#)
- OP-PR-021 [Forklift Truck Procedure.docx](#)
- OP-PR-026 [Crawler Crane & Mobile All Terrain Crane Operating Procedure.docx](#)
- OP-PR-051 [MEWP Procedure.docx](#)
- SC-PR-010 [Vendor Management Procedure for Goods and Services.docx](#)
- SC-PR-002-EXC-A [GYSBI Purchasing Catalogue.xlsx](#)
- OSHA standards (29 CFR 1926.1053) and UK Work at Height Regulations
- BS EN 14502-1/ LOLER (Lifting Operations and Lifting Equipment Regulations 1998)
- Work safe Exemption No:11/2012 – dated 26/06/2012

4 DEFINITIONS

TERM	DEFINITION
Work at Height	Work in any place where, without precautions, a person could fall a distance liable to cause personal injury.
Permit to Work	A formal system to control certain types of work that are potentially hazardous. It ensures that the work is done safely and by competent personnel.
Scaffold	A temporary elevated platform and its supporting structure used for holding workers, materials, or both during construction, repair, or maintenance tasks.
Ladders	Equipment used to reach higher places, must be strong, maintained well, and used correctly to prevent falls.
Personnel Cages	Cages used to lift personnel using a crane or forklift truck, designed to meet safety standards and equipped with features like handrails, anchor points, and self-closing doors.

TERM	DEFINITION
Elevated Work Platform (EWP)	Platforms used to lift workers to high places, must be operated safely according to specific training and safety guidelines.
Working over Water	Work performed over water where additional precautions, such as wearing a personal flotation device or using a harness, are necessary.
Signage	Signs posted to warn and inform about hazards and regulations at a work site, especially related to work at height.
Training	Required education for workers to safely perform work at height, including awareness sessions and specific certifications for equipment like scaffolds and MEWPs.
Rescue Plan	A predetermined plan detailing the steps to take in case a worker at height needs to be rescued, ensuring quick and safe response.
Risk Assessment	Identifying potential hazards and analysing what could happen if a hazard occurs, essential for planning safe work practices.
Fall-Prevention System	Systems designed to prevent workers from falling from heights, may include guardrails, safety nets, and personal fall arrest systems.
Fall-Restraint System	System that prevents a person from reaching an edge from which they could fall, includes harnesses connected to secure anchor points.
Fall-Arrest System	Safety devices that stop a person in mid-fall, such as harnesses connected to a lifeline, designed to safely absorb the impact of the fall.
Load Line	Rope, cable, or chain used in lifting equipment, capable of handling loads as specified by manufacturer's guidelines.
Safety Harness	Part of personal protective equipment that wraps around the body, used in conjunction with lifelines and lanyards to prevent falls or to safely arrest a fall.
Personal Flotation Device (PFD)	Safety equipment designed to keep a person afloat in water. Used in work scenarios where there is a risk of falling into water.

TERM	DEFINITION
Life Ring	A buoyant, life-saving device thrown to a person in water to provide buoyancy and prevent drowning, essential during work over water.

5 PROCESS DESCRIPTION

Working at Heights

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders, platforms, scaffolds, cages, and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

At GYSBI we are committed to protecting employees and others against risks to their health and safety while working at height.

The working at height procedure shall be implemented with all GYSBI safe systems of work; including but not limited to QH-PR-009 RISK ASSESSMENT PROCEDURE, GYSBI-SI-001 S001-REQUIREMENT FOR BANKSMAN, GYSBI-SI-002 S002-RED ZONE MANAGEMENT AT THE MAIN BASE AND ANNEX.

N.B: Work zone demarcation should be determined based on the drop zone for potential dropped objects and control of pedestrian and vehicular traffic.

Permit to Work

Before starting any task that involves working at height, it is essential to evaluate the area thoroughly. A comprehensive risk assessment in line with QH-PR-009 RISK ASSESSMENT PROCEDURE shall be conducted to identify all existing and potential hazards that could affect those directly involved in the task, as well as others in adjacent areas or passing below. This assessment must also outline the necessary corrective measures to mitigate these risks effectively.

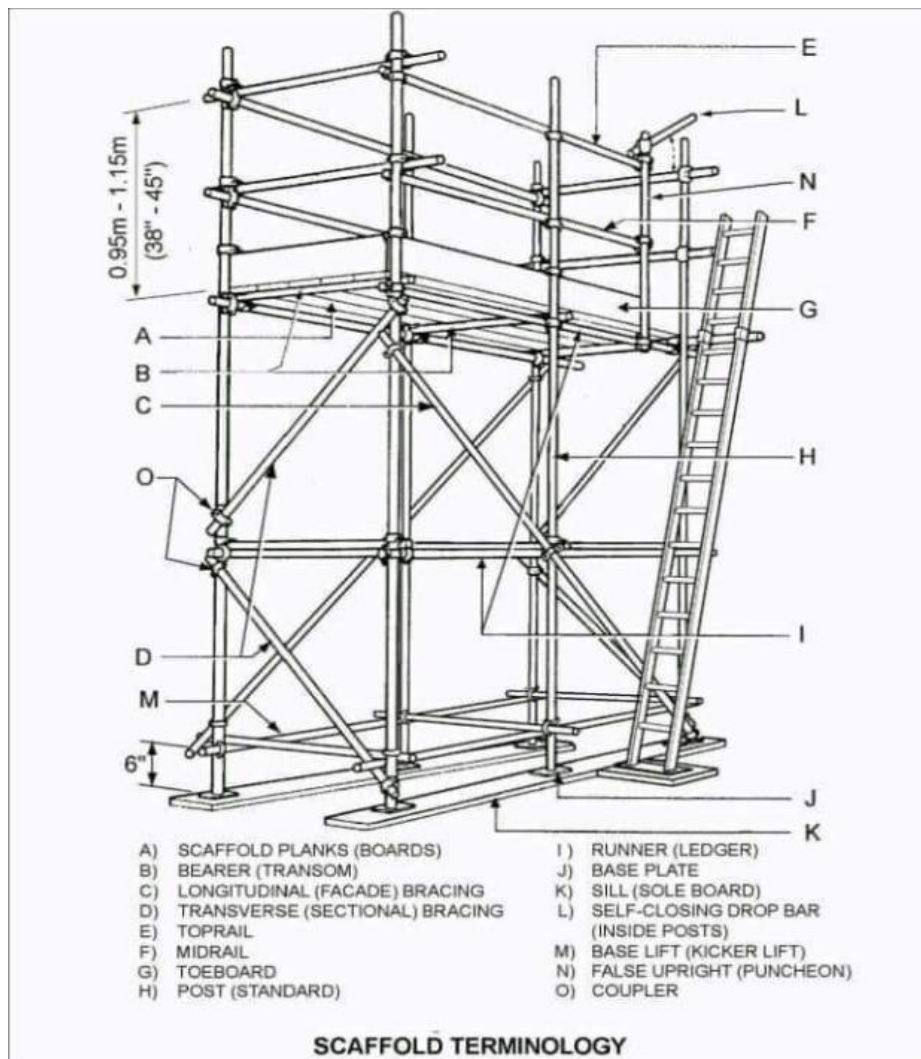
After the risk assessment is finalized, the Performing Authority must prepare the required Permit to Work (PTW) in line with QH-PR-002 PERMIT TO WORK (PTW) PROCEDURE via the GOARC platform, ensuring all hazards and control measures are identified. Permits to Work should be submitted for approval at least 24 hours prior to the commencement of any task, to allow sufficient time for thorough review by the QHSSE Advisor. Once the permit is reviewed, it is forwarded to the Issuing Authority (Base Manager) for final approval. After the permit is approved but just before the commencement of the task, the QHSSE Advisor conducts a field verification to confirm that all safety controls and isolation measures are effectively in place. Once verified, it is crucial to communicate all risks and safety measures to all involved employees, ensuring everyone has a clear understanding of the task's requirements and safety protocols. This communication includes a pre-job safety toolbox meeting to review the permit details and control measures with all task participants

Scaffold

Scaffolding shall be erected strictly in accordance with industry best guidelines and practices by a competent person who possesses adequate experience, as defined under *Training & Certification*, ensuring that all personnel meet the required standards for scaffolding tasks. It should be properly designed, constructed, and maintained to prevent accidental collapse or movement, including the installation of complete platforms, handrails, mid-rails, and toe boards. During erection, fall prevention systems must be used at all times (see *Image below*). After erection, the structure must be inspected and tagged safe for use by a competent person:

- before being put into service;
- subsequently, at periodic intervals;
- after any modification;
- during the period without use;
- if exposed to bad weather or seismic tremors;

- under any other circumstance which may have affected its strength or stability.



Ladders

When using ladders for access or short-duration tasks, it is critical to ensure they are strong, well-maintained, and used according to their design and purpose. Below are key safety aspects to consider, aligned with OSHA standards (29 CFR 1926.1053) and UK Work at Height Regulations:

- **Proper Use and Positioning:** Always face the ladder when ascending or descending and maintain three points of contact (two hands and one foot,

or two feet and one hand) at all times to ensure stability and support. Avoid moving from one ladder to another without proper repositioning.

- **Safe Work Practices:** Stay centered between the side rails of the ladder at all times. Utilize a tool pouch or shoulder bag to carry tools, which allows for maintaining three points of contact. Only perform light work that can be safely done with one hand.
- **Fall Protection:** When using a ladder as a work platform where a fall of 2 meters (approximately 6 feet) or more is possible, implement a fall arrest or fall restraint system to prevent or minimize fall risks as per OSHA's fall protection standards.
- **Ladder Movement Restrictions:** Never attempt to move a ladder while someone is on it. Moving the ladder in this way can lead to loss of balance and potential falls.
- **Avoiding Improvised Extensions:** Do not place ladders on boxes, barrels, or other unstable bases to gain additional height. Do not use ladders on scaffolds or other elevated platforms as makeshift extensions.
- **Prohibition of Hot Work:** Refrain from performing hot work, such as welding or using oxy-acetylene tools, on or from ladders to prevent accidents due to heat exposure or sparks.
- **Manufacturer's Instructions:** Adhere strictly to the manufacturer's guidelines for the setup, use, and maintenance of ladders to ensure they are used safely.
- **Electrical Safety:** Avoid using metal, wire-reinforced, or other conductive ladders near electrical equipment or power lines where electrical hazards exist, to prevent electrocution.

- **Routine Inspections:** Conduct pre-use checks to confirm the ladder is free from defects and remains in good condition. Follow maintenance procedures as required to keep the ladder safe for use.
- **Non-slip Features:** Ensure ladders are equipped with rubber feet or other non-slip safety features. Never place ladders on slippery surfaces without secure anti-slip measures.

Personnel Cages

Construction and design

GYSBI shall ensure that any cage proposed as a personnel cage on a crane or other lifting device, including a forklift truck, is specifically designed for that purpose. Each cage must be registered and display a visible compliance plate indicating the Safe Working Load (SWL) and the date of registration, in accordance with BS EN 14502-1/ LOLER (Lifting Operations and Lifting Equipment Regulations 1998) or equivalent international standard.

Cage features must include:

- Handrails and grid mesh to all sides.
- Anchor points for fall arrest devices in appropriate locations.
- An inward opening or sliding door that is self-closing and self-latching.

Where the cage is to be used on a forklift truck, it shall:

- Have a back at least 2m high with appropriate infill to protect occupants from any moving portion of the lifting mechanism.
- Have at least two independent locks to secure the cage to the tines.

Use on a Forklift Truck

GYSBI shall ensure that when a personnel cage is used on a Forklift Truck (FLT):

- The FLT driver is at the controls at all times.
- The FLT is only operated on a hard-level surface

-
- The FLT is not moved with the platform raised.
 - All work is carried out while standing on the deck of the platform
 - No more than two persons occupy the platform at any time.

Use on a Crane

GYSBI shall ensure that when a personnel cage is used on a Crane or similar lifting device:

- A portable Crane is not moved (driven) with people suspended in the cage
- All work is carried out while standing on the deck of the platform
- Personnel are to only access and egress personnel cages when the cage is at ground access level and where there is no risk of falling.

Mobile Elevated Work Platform (MEWP)

Employees operating Mobile Elevated Work Platforms (MEWPs) must receive comprehensive instruction on the equipment's specifics and the associated work tasks. To ensure safe operation, the following practices must be adhered to in line with OP-PR-051 MEWP PROCEDURE:

- **Pre-use Inspection:** Perform a detailed inspection of the MEWP each day it is used to confirm it is in proper working order.
- **Trained Operators Only:** Only individuals who have received proper training should operate the MEWP, and all operations must be conducted in accordance with the manufacturer's instructions.
- **Load Capacity:** Do not exceed the safe working load limits specified by the manufacturer for the work platform.
- **Slope Restrictions:** Operate the MEWP on surfaces with a slope of no more than 5 degrees to avoid instability.
- **Prohibition on Makeshift Extensions:** Never use ladders, steps, or any other items on the platform to increase reach or height.

- **Fall Protection:** Employ appropriate fall arrest or prevention equipment where there is a risk of falling.
- **Awareness of Surroundings:** Maintain awareness of and clearances from obstacles such as buildings, overhead power lines, and other obstructions when operating or moving the MEWP.
- **Proper Entry and Exit:** Always lower the platform to the ground before entering or exiting. Do not attempt to board or leave the platform while it is elevated.
- **Navigational Safety:** Keep a safe distance from hazards like changes in elevation, depressions, and debris when traveling with the MEWP

Working over water

When working over water in an MEWP the following options may be considered/adopted with regards to the use of harnesses (*Work safe Exemption No:11/2012 – dated 26/06/2012*)

1. Wear a harness with a built-in personal flotation device (PFD);
2. Wear a separate harness and PFD;
3. The harness must be attached until over water at which time it can be unclipped. The harness must be reattached before moving over land or any hard surface.

When working over water and not attached to the MEWP basket by a harness, a chin strap must be worn to secure the helmet in case of a fall.

Rescue flotation device (e.g., life ring) must be readily available when working over water in addition to PFDs. Ensure workers know where rescue ladders are located.

When working in an EWP or work box over water a banksman must be present at all times to guide the operator, monitor work and use the life ring for rescue if required.

In addition to the above harness exemption, workers are exempted from wearing a harness subject to the following conditions:

- a banksman to guide the Crane operator and monitor persons working over water.
- an appropriate flotation device is readily available for use.

This exemption relates to workers who are required to operate in a workbox that is suspended over water and on Berth fenders. Other uses of a workbox outside these specific circumstances require full protection.

Signage

For work carried out at height that pose a risk to people below from falling objects, access shall be restricted and, as far as reasonably practicable barricaded. In keeping with GYSBI-SI-002 S002-RED ZONE MANAGEMENT AT THE MAIN BASE AND ANNEX signage shall be erected that clearly states: "Keep Clear – Working at Heights. Beware of Falling Objects".

Training & Certification

GYSBI is committed to ensuring all workers and contractors are adequately trained and certified to perform work at height safely and effectively. The training and certification requirements for working at height tasks are outlined below and must be adhered to by all personnel:

Activity-Training/ Certification Requirements	Details	Working Party	Required Certifications
Working at Height Awareness Session for All working at heights task	General awareness covering hazard identification, fall protection, emergency response, and company policies.	All personnel involved in working at height tasks.	N/A – This can be delivered via SLAM / LMRA or equivalent in-house awareness sessions.
Scaffolding	Construction and erection of scaffolding structures for various tasks.	GYSBI Personnel/ Third Party	Construction Industry Scaffolders' Record Scheme (CISRS) or equivalent certifications including but not limited to: <ul style="list-style-type: none"> ▪ Scaffold and Access Industry Association (SAIA) Certification

Activity-Training/ Certification Requirements	Details	Working Party	Required Certifications
			<ul style="list-style-type: none"> ▪ Occupational Safety and Health Administration (OSHA) Scaffold Training ▪ PASMA (Prefabricated Access Suppliers' and Manufacturers' Association) Certification ▪ CITB (Construction Industry Training Board) Scaffold Training ▪ NCCER (National Center for Construction Education and Research) Scaffold Builder Certification ▪ Local certification Recognized by the Ministry of Labor.
	Working on scaffolds	GYSBI Personnel/ Third Party	<ul style="list-style-type: none"> ▪ Recognized working at height training equivalent but not limited to the above standards. ▪ Any Local certification Recognized by the Ministry of Labor. ▪ Working at Height Awareness Session
Rope Access	Use of industrial rope access techniques for maintenance and repair tasks.	GYSBI Personnel/ Third Party	<p>Industrial Rope Access Trade Association (IRATA) Level 1, 2, or 3, or equivalent certifications including but not limited to: -</p> <ul style="list-style-type: none"> ▪ SPRAT (Society of Professional Rope Access Technicians) Certification ▪ FISAT (German Rope Access Standard). ▪ ANETVA (Spanish Rope Access Association) Certification. ▪ OPITO Approved Rope Access Certification. ▪ Local Certification Recognized by the Ministry of Labor. <p>Note – Provisions under any certificate/ standards where non-certified personnel can be supervised by highly competent level personnel (e.g., IRATA Level 3) to conduct rope access will be accepted based on the outline of those standards in conjunction with a Working at Height Awareness Session.</p>
Mobile Elevating Work Platform (MEWP)	Operation of MEWPs, including manlifts and scissors lifts, for elevated tasks.	GYSBI Operations Maintenance and IT Teams. Third Parties.	<ul style="list-style-type: none"> ▪ MEWP Operator Certification ▪ Banksman trained for emergency rescue. ▪ Awareness Training/Instructions on WAH Risks for personnel not operation but working in the MEWP Basket.
Working with Ladders	Use of ladders for accessing elevated areas and performing tasks where a fall of more than 2 meters is possible.	GYSBI Operations Maintenance and IT Teams. Third Parties.	N/A – This can be delivered via SLAM / LMRA or equivalent in-house awareness sessions.

Verification and Record-Keeping

- All training and certification records shall be maintained by the Human Resource department for GYSBI Personnel.
- Training & Certification for third parties shall be submitted to the Procurement/ QHSSE departments during the Vendor pre-assessment process. Records can also be submitted during the PTW process.
- Third party training and certification records are maintained by the Procurement/ QHSSE departments.
- Certifications must be verified before workers initiate tasks through the PTW process.
- Periodic audits will be conducted to ensure compliance with training and certification requirements.

Rescue Plans

To manage emergencies involving personnel suspended at heights, whether from safety harnesses, platforms, or other elevated workspaces, ensuring effective and timely rescue to minimize injury and prevent further hazards is paramount.

1. Command and Initial Response

- The Incident Commander or designated supervisor takes immediate control upon notification of the incident. This role involves assessing the scene, securing the area, and initiating the emergency response protocol.

2. Cease Surrounding Activities

- All operations in the immediate vicinity are stopped to ensure the safety of the rescue team and prevent exacerbation of the existing situation.

3. Hazard Evaluation

- A rapid assessment of ongoing and potential hazards associated with the rescue from heights is conducted to ensure that all variables are considered during the rescue effort.

4. Mobilization of the Rescue Team

- The designated Emergency Response Team (ERT), trained in high-angle rescue operations, is mobilized. This team includes roles such as safety officers, medical personnel, and technical rescue experts.

5. Emergency Services Notification

- External emergency services are contacted if the situation is assessed as beyond the internal capabilities. This includes notifying local fire and rescue services who are equipped for complex high-angle rescues. Reference the QH-PR-013 MEDICAL EMERGENCY RESPONSE FLOWCHART

6. Rescue Operation

- The ERT will perform the rescue operation under the direct supervision of the Incident Commander. The team will utilize appropriate rescue Plan (See Scenarios Below) with equipment, such as harnesses, ladders, or aerial lift devices, as pre-defined in the emergency response plan.

7. Area Isolation and Crowd Control

- The area around the incident is cordoned off to maintain a clear operational space for the rescue team. Non-essential personnel are directed away to ensure their safety and to keep the area clear.

8. Medical Assessment and Care

- Immediate medical assessment and first aid are provided by the on-site medical team. Continuous monitoring and stabilization of the affected individual are maintained until emergency medical services arrive. Reference the QH-PR-013-Medical Emergency Response Flowchart.

9. Documentation and Communication

- All actions and observations are documented in real-time by a designated member of the Incident Management Team. Communication with all stakeholders, including top management and emergency services, is maintained throughout the operation.

10. Post-Rescue Procedures

- Once the individual is safely rescued and handed over to medical personnel, a debrief is conducted to assess the response's effectiveness. This includes re-evaluating the risk assessments and emergency procedures, addressing any immediate repairs or safety measures, and initiating a follow-up investigation to prevent future occurrences.

Note: Familiarity with the specific roles, responsibilities, the QH-PL-010 STATION BILL_PORT FACILITY & QH-PL-002 STATION BILL _GIE_ANNEX is crucial for all personnel. Regular training and emergency drills specific to high-angle rescue scenarios will ensure preparedness and effective response.

Mobile Elevated Work Platform Rescue

Refer to QH-FO-024 MEWP RESCUE PLAN

MEWP Rescue Plan for Suspended Worker

Procedure:

- 1. Position the EWP:** Bring the Mobile Elevating Work Platform (MEWP) to the accident site and position it to reach the suspended worker effectively.
- 2. Safety Precautions for Rescuers:** Ensure that rescue workers on the MEWP wear full-body harnesses, securely attached to appropriate anchor points on the MEWP, as detailed in the rescue plan.
- 3. Load Capacity Verification:** Confirm that the MEWP can support the combined weight of the rescuer(s) and the suspended worker. Consider that if the worker is unconscious, two rescuers may be necessary to manage the rescue safely.
- 4. Rescue Operation:**
 - Maneuver the MEWP directly below the suspended worker.
 - Disconnect the worker's lanyard safely and assist the worker onto the EWP.
 - Reattach the lanyard to a secure anchor on the MEWP if possible.
- 5. Lower and Administer Aid:** Safely lower the MEWP to the ground. Administer first aid immediately, addressing potential suspension trauma and other injuries.
- 6. Emergency Transportation:** Arrange for the worker's transport to a hospital if further medical treatment is required.

Reference to Emergency Controls (from attached MEWP Rescue Plan):

- If the MEWP's normal controls fail, utilize the ground controls or emergency auxiliary controls as instructed in the rescue plan.

- In situations where all controls fail, the Base Manager should be contacted to coordinate the use of a secondary MEWP or crane for rescue, ensuring that all steps adhere to the emergency procedures outlined in the document.
- Specific instructions for emergency controls include switching control from basket to ground, using the emergency stop button, and operating the lower function lever to safely lower the basket, as detailed in the MEWP Rescue Plan document.

Note:

- For suspended workers capable, instruct them to bend their knees towards their chest to help reduce the buildup of toxins in their blood, as mentioned in the plan.
- Follow all steps carefully to ensure the safety of all individuals involved in the rescue operation.

Suspended from Height Rescue from Elevated Work Platform

Refer to QH-FO-150 SUSPENDED FROM HEIGHT EMERGENCY RESCUE PLAN

1. Immediate Action:

- Upon identifying a personnel suspension incident, immediately contact the Incident Commander (Base Manager) or Onsite Emergency Response Team (ERT) Lead (Medic) using the provided radio or mobile numbers.

2. Deployment of the Gotcha Rescue Kit:

- Based on the location of the anchor point relative to the personnel, choose the appropriate method (High Anchor or Low Anchor) to initiate the rescue.

3. High Anchor Method (Anchor more than 1.5m above foot level):

- Attach the Blue Pulley to the Anchor Sling at a point ideally 1.5m above the foot level.
- Use the double pulley system to assist in raising the personnel using the rescuer's weight. This setup utilizes a mechanical advantage of 3:1, allowing the rescuer to use their weight effectively.
- Attach the red clip to the personnel's harness using the adjustable pole.
- Secure the GRIGRI device to the rescuer's harness and use it to manage the tension and movement of the ropes.
- Once the Personnel is secure, either raise them to a safe point or control their descent using the GRIGRI.

4. Low Anchor Method (Anchor at foot level):

- Attach the Green Pulley to the Anchor Sling directly above the Personnel.
- Employ a single pulley system, which requires more physical effort from the rescuer, giving a mechanical advantage of 4:1.
- Similar to the High Anchor method, use the pole to attach the red clip to the Personnel's harness.
- The GRIGRI device will again be used to control the ascent or descent, with the rescuer using their legs to assist in pulling the ropes.

5. Personnel Care:

- Once the personnel weight has been transferred to the Gotcha system and they are stabilized, disconnect their lanyard.
- Carefully lower the personnel to the ground or raise them to their initial point using the rope controlled via the GRIGRI. Ensure the rope

length is adequate, as it needs to be four times the distance from the anchor point to the safety point if lowering is necessary.

6. Post-Rescue Procedures:

- Administer first aid and assess for suspension trauma or other injuries.
- Arrange for further medical treatment if necessary and document the incident according to company procedures. Reference the QH-PR-013-Medical Emergency Response Flowchart

Notes:

- All rescue operations must be conducted by trained ERT members.
- Regular training and drills using the Gotcha Rescue Kit should be conducted to ensure proficiency.

Rescue from Work Area or Floor Below

Refer to QH-FO-151 LOWER-LEVEL EXTRACTION AND RESCUE PLAN

If a worker falls into a lower area such as a ditch, drain, or other non-confined space and requires extraction, follow this comprehensive rescue plan using the Sked Rescue System, designed for enhanced safety during both vertical and horizontal extractions.

1. Preparation:

- Review the rescue plan with all team members to clarify roles and responsibilities.
- Equip rescuers with necessary personal protective equipment (PPE) and communication devices.

2. Secure the Area:

- Establish a perimeter around the rescue area to prevent additional hazards and maintain clear access for emergency services.

3. Equipment Setup:

- Position the winch or pulley system, ensuring it is securely anchored and aligned for a horizontal or gentle slope extraction.

4. System Deployment:

- Extend the Sked stretcher towards the fallen personnel using the winch or pulley system.

5. Personnel Retrieval:

- Approach the fallen personnel while maintaining communication with the control team.
- Assess the personnel's condition for injuries and consciousness.
- Secure the personnel into the Sked stretcher, ensuring comfort and stability.
- Prepare for extraction by connecting the Sked stretcher to the winch system using horizontal lift slings.

6. Extraction:

- Slowly operate the winch or pulley to extract the personnel, ensuring smooth motion to avoid exacerbating any injuries.
- Continuously monitor the extraction process, adjusting speed and direction as necessary.

7. Post-Rescue Procedures:

- Once the personnel is safely retrieved, administer first aid and assess for suspension trauma or other injuries.

- Arrange for further medical treatment if necessary and document the incident according to company procedures. Reference the QH-PR-013-Medical Emergency Response Flowchart

Note: it's crucial to perform each step methodically and with the utmost attention to safety protocols to ensure the efficient and secure retrieval of the personnel.

Person Overboard Rescue

Refer the QH-PL-016 PERSON OVERBOARD RESCUE PLAN - WHARF.

2. Initial Response:

- Upon witnessing a person overboard, nearby personnel must immediately shout "Person Overboard" to alert others and maintain visual contact with the individual.
- The onsite Medic, QHSSE Manager/Supervisor/Senior Advisor, and Base Manager should be informed immediately via radio or mobile phone.

3. Life-Saving Equipment Deployment:

- Operations along the quayside must be halted to ensure a safe rescue operation.
- The nearest life buoy is thrown towards the person overboard to aid them and act as a position marker.
- The person who threw the buoy must hold the line tight, keeping the person overboard in sight.

4. Emergency Response Team (ERT) Activation:

- The Base Manager mobilizes the ERT who then proceeds to the incident site with necessary emergency equipment, including life jackets and emergency rescue ladders.

- The ERT deploys the emergency rescue ladder at the closest suitable anchor point and ensures it reaches the person overboard for mounting onto the wharf.

5. Medical Response:

- The Medic proceeds to the site with the medical response vehicle to provide necessary first aid and assess the person overboard for injuries or trauma.

Reference the QH-PR-013-Medical Emergency Response Flowchart

6. Rescue Scenarios:

- **Scenario 1: No Vessels Berthed:** ERT pulls the person to the closest emergency rescue ladder anchor point. A second ladder may be added if needed due to low tide or short initial ladder.
- **Scenario 2: Vessels Berthed:** If safe, the Wharf Team continues with the rescue using the ladder. If not, the nearest berthed vessel is requested to launch a fast rescue boat or life raft.

7. Post-Rescue Protocol:

- After the rescue, the ERT updates the Base Manager on the status of the rescued personnel.
- Used ladders and life rings are inspected for damage. If undamaged, they are returned to their stations; otherwise, they are replaced.

8. Handling Unconscious Victims:

- In cases where the person overboard is unconscious, additional support may be sought from external parties like the Sheriff Security Fast Response Boat, Guyana Defense Force - Coast Guard, or

Guyana Police Force, following a specified hierarchy for search and rescue.

Note:

- All team members involved in the rescue must wear life jackets and maintain a form of anchorage while assisting the person overboard to ensure everyone's safety.

Post-Rescue Procedure

- Adhere to QH-PR-013 MEDICAL EMERGENCY RESPONSE FLOWCHART for managing the medical response, including notification of the Base Manager and coordination with the Emergency Response Team.
- If required, initiate the MEDEVAC process, coordinating with the QHSSE Manager for authorization, as detailed in the response flowchart.
- All non-affected workers should remain in the designated safe gathering zone until the site supervisor provides further instructions.
- The site supervisor and health and safety supervisor initiate the accident investigation, following the guidelines outlined in QH-PR-001 INVESTIGATION - REPORTING PROCEDURE.
- Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and/or shock loading for further investigation.
- Secure the accident scene in compliance with the QH-PR-001 INVESTIGATION - REPORTING PROCEDURE, ensuring no disturbance to the scene.
- Confirm jobsite-specific rescue and evacuation plans were followed as designed, recording any necessary modifications or additions.
- Record all communications with emergency services, fire, police, and other contractors involved.

- Document statements from employees, witnesses, and others, preserving all photographs and creating detailed sketches of the incident scene with measurements, as required.
- Utilize QH-PR-001 INVESTIGATION - REPORTING PROCEDURE to guide the formal documentation process, ensuring all records are detailed and stored as per company policy.

6 RECORDS

- OP-FO-010 GOARC MEWP Daily Inspection Checklist
- QH-FO-024 GOARC MEWP Rescue Plan
- QH-FO-150 [Suspended From Height Emergency Rescue Plan.docx](#)
- QH-FO-151 [Lower level Extraction and Rescue Plan.docx](#)

REVISION SUMMARY

Revision	Date	Reviewed by	Approved by	Summary of change
1	17 Mar 2019	-	-	Initial release of document
2	13 Aug, 2020	-	Michael James Sean Hill	Document layout changed to new company format
3	17 Sep 2021	-	Kurt Busuttil	Permit to Wok designations adjusted
4	07 Jul 2022	-	Kurt Busuttil	Updated Document Number
5	13 Jan 2025	Marvin Mclennon Leah Milo	Elroy Vankennie	Document updated to the requirements of the Control of Documented Information Procedure and to reflect the current processes in place outlined under <ul style="list-style-type: none"> • Purpose and Scope • Responsibility • References • Training & Certification • Verification & Record Keeping • Rescue Plans • Records