



## 1.0 Introduction

While working at SNGPL's site, it is your responsibility to ensure that your work is performed in a manner that is safe for people, property and environments. To fulfil this responsibility, Company expects that you will comply with these HSE Guidelines, other project-specific safety and environmental procedures that may apply (e.g., Laboratory Safety, building safety, Radiation Safety, Construction Safety, Road safety, etc.) as well as all regulatory requirements. Work performed in a manner that endangers any person, property or environment is unacceptable.

### 1.1 Health, Safety and Environment Policy

SNGPL is committed to the Health and Safety of its employees, preservation of environment and continual improvement of HSE performance by reducing potential hazards, preventing pollution, conserving resources and adhering to applicable laws and regulations in all its activities related to transmission and distribution of natural gas.

1.2 All Contractors / suppliers are responsible for performing the work of contracts in conformance with all environmental, health and safety laws and regulations. Contractors shall be subject to the provisions of this Contractor HSE Manual, which has been prepared for the protection and safety of all persons, property and environments. This Contractor HSE Manual shall be provided to contractors / suppliers to communicate the safety and environment related information, to inform them of potential hazards, and to require that applicable laws, procedures, and precautions are adhered to.

1.3 SNGPL has a duty to all its employees to provide a safe environment and workplace. Because a contractor / supplier's work on SNGPL premises can potentially affect the safety of all persons and property, SNGPL is committed to hiring contractors / suppliers who take the safety of our employees, neighbours and property as seriously as we do. We are providing the following HSE manual to remind you of some of your specific responsibilities in this regard. The information provided within this handbook is advisory in nature and is not intended to replace the contractor / supplier safety or environmental procedures or requirements.

1.4 We expect that our contractors / suppliers will train, supervise, and direct their employees to be mindful, when performing work on SNGPL's premises, of the safety of all persons, properties and environments. The contractors / suppliers is required to ensure that his/her employees are familiar with applicable HSE requirements which include:

- HSE Hazards and risks
- General safety
- Basic first aid
- Use of Personal Protective Equipments (PPEs)



- Requirements of Work Permit
- Hazardous materials / chemicals awareness
- Basic actions in case of emergency
- Basic fire fighting
- Safe driving.

## **2.0 GENERAL INFORMATION**

### **2.1 Basic Safety and Security Rules**

The following are some reasons for which an employee of a contractor / supplier may be temporarily or permanently removed from SNGPL premises:

- Possession or use of alcoholic beverages or illegal drugs.
- Possession of explosives, firearms, ammunition, and other weapons
- Violation of any safety or security rules or requirements.
- Illegal dumping, handling, or disposal of hazardous materials
- Destruction or removal, without written permission, of any property belonging to SNGPL.
- Intimidating, threatening, harassing, impeding or interfering with an inspector, security officer, or SNGPL employee or designated representative
- Misuse of fire prevention and protection equipment
- Unauthorized removal or destruction of a safety barricade, handrail, guardrail, warning sign, fall protection, or other warning devices intended to protect employees or property.

### **2.2 Safety Permits and Procedures**

The following operations may present a hazard to people or property. Therefore, you must obtain approval (PERMISSION TO WORK.....PTW) through the SNGPL Contract Coordinator / representative. All safety requirements, precautions, PPEs or controls listed in PTW must be followed.

- Working on fire protection/detection systems
- Performing burning, welding, cutting, soldering, or other hot work.
- Working on gas pipe lines or associated equipment.
- Working on electrical, steam, chilled water systems or other energized systems
- Installing a temporary electrical service
- Working with hazardous chemicals (including solvents and paints)
- Working with, handling, transporting or generating hazardous wastes (including hospital biological waste, waste oil, chemicals, condensate etc.)
- Using a gas, diesel, or LP (propane) powered engine indoors
- Operating a power vehicle or self-propelled work platform
- Excavation/trenching
- Using radioactive sources or conducting field radiography (x-ray)
- Working with asbestos-containing materials



- Working on security systems
- Working with compressed air/gases
- Working on heating, ventilation, or air conditioning equipment
- Working with chemicals, polishing or grinding
- Working at heights of more than 6 feet or roofs.
- Entering or working in confined spaces.
- Lifting or hoisting with cranes or hoists.
- Blasting operations.

### **2.3 HSE Performance monitoring**

- The contractors / suppliers shall monitor HSE performance of their employees and activities.
- They shall in addition monitor all those performance monitoring actions agreed between SNGPL and the contractors / suppliers.

### **2.4 Housekeeping**

- You must maintain good housekeeping. You must keep work areas neat, clean, orderly and free of excess trash and debris and never block walkways, stairs, exits, or create a tripping hazard.
- Cover and/or place guardrails around open holes, trenches, or excavations into which people may fall.
- Poor housekeeping at a job site may lead to an increased potential for safety hazards and an increased incidence of accidents, falls, cuts, spills, leaks, fires or electrocution.
- Does not work with tools, wires, materials haphazardly spread out at the place of work

### **2.5 Report Accident, Incident, Injury, or Illness**

All work related accidents, incidents, injuries, and illnesses must be immediately reported to the SNGPL Contract Coordinator / representative / HSE department.

## **3.0 HAZARDOUS WASTE**

### **3.1 Hazardous Waste Management**

Hazardous waste generated by a Contractor / supplier as part of its work must be properly identified, stored and disposed of in accordance with all applicable laws. The Contractor / supplier must coordinate with its SNGPL representative to provide a list of hazardous waste(s) to be generated during the project, and to determine the location(s) available for hazardous waste storage.

**The Contractor / supplier must also ensure, at a minimum:**

- proper labelling,
- adequate secondary containment,
- segregation of incompatible materials
- routine inspection of storage areas.



In addition, all hazardous waste containers shall be constructed of a material that is compatible with the waste, shall be in sound condition, and shall be kept securely closed to avoid spill or leakage.

### **3.2 Waste Disposal Documents**

The Contractor / supplier is responsible for completing all waste disposal documents, required by SNGPL and regulatory requirements. This may relate to SNGPL own waste that is periodically removed for further disposal purposes, or waste created by contractor / supplier while performing a task at SNGPL premises.

### **3.3 Training**

Contractor / supplier employees must be appropriately trained in hazardous waste procedures. In the event a Contractor / supplier encounters previously unidentified material that is reasonably believed to be hazardous (radioactive, Volatile, corrosive, flammable, explosive, biomedical, infectious, toxic), the Contractor / supplier shall immediately stop work in the affected area and report the condition to the Contract Coordinator / representative. At no time shall such material be disposed of in chutes, drains, pipes or in any other unauthorised manner.

### **3.4 Transportation and disposal of Hazardous Materials**

All transportation of hazardous materials while on SNGPL property shall be conducted in accordance with SNGPL specified instructions. It shall not be disposed off to burn or be used in a manner that is harmful to people or environments. While transporting hazardous materials, contractor / supplier shall ensure that no harm is done to people or environments because of poor containers, packing, covering, lashing, fixing, loading, stacking or improper vehicle or mode of transport.

### **3.5 Spill Prevention and Control**

- Based on the inventory of oil and hazardous chemicals that will be brought on-site, the Contractor / supplier shall have available equipment (e.g., secondary containment pallets, absorbent pads, absorbent booms, speed-dry) that is suitable and sufficient to control a potential spill/release.
- The Contractor / supplier is responsible for identifying outlets to the environment (e.g., sumps, storm/floor drains, etc.) and adequately minimizing spill potential to these areas.
- The Contractor / supplier is responsible for the proper storage of all flammable and combustible chemicals that are brought and/or stored on site to complete the work of this contract. Such storage may require the use of safety containers, safety cabinets, and/or secondary containment.
- The Contractor / supplier shall also ensure that any incompatible chemicals are safely segregated. The Contractor / supplier is responsible for maintaining and securing all chemical containers and all chemical storage areas. This requires selecting locations and methods to minimize exposure to rainfall, surface water, and the ground surface or subsurface.



- The Contractor / supplier must ensure that his/her employees are adequately trained in spill procedures outlined below.
- In the event of a release or spill, the Contractor / supplier must immediately inform SNGPL Contract coordinator / representative.

### **3.6 Air Emissions**

All Contractor / suppliers must immediately report the following to the SNGPL Contract Coordinator / representative:

- Any maintenance or repairs to a combustion unit that could result in a change in overall emissions (e.g. burner replacement or fuel conversions)
- Any conditions discovered which could have resulted in an increase on air pollutant emissions.
- Contractor / supplier's activities should not cause unacceptable emissions (emissions not meeting NEQS).
- Contractor / suppliers shall immediately notify the Contract Coordinator / representative whenever they become aware of any unintentional or intentional release of CFCs or Halon.

### **3.7 Waste water discharges.**

Contractor / supplier must ensure no waste water is discharged that violates NEQS.

- Waste water must NOT include any corrosive, flammable, or toxic substances.

### **3.8 Biological/Chemical/Radioactivity Hazards**

Some SNGPL operations may involve the use of biological, chemical, or radioactive material that can be hazardous to persons or property, if not handled or disposed safely. Contractors / suppliers will mark with appropriate signs, the areas where work with biological, chemical, or radioactive materials is being performed.

The Contractor / supplier shall not disturb, damage or otherwise handle any suspect asbestos containing material.

The Contractor / supplier shall not sweep, dust, vacuum or mop dust or debris that is the product of a suspect asbestos containing material. The Contractor / supplier shall also not pick up or throw away any suspect asbestos-containing waste or trash.

Sanding, grinding, drilling, brazing, scraping, polishing of floors and other dust emitting surfaces will be done by persons wearing appropriate PPEs.

### **3.9 Hazardous Materials and Hazard Communication**

- Do not handle or use hazardous materials without providing training to the concerned employees.



- No solvents, paints, or similar flammable, toxic, or irritating materials may be used in SNGPL premises unless specifically approved by the SNGPL Contract Coordinator / representative.
- Maintain adequate ventilation when paints or solvents are used.
- Use flammable solvents and materials with extreme caution.
- Isolate and store flammable paints and solvents in approved locations if inside buildings.
- The Contractor / supplier shall submit an inventory of all hazardous chemicals / liquids / materials that are brought on-site or sold to SNGPL. These should be accompanied by Material Safety Data Sheets (MSDS).
- The Contractor / supplier shall also ensure that all containers that are brought on site for the storage of hazardous chemicals (e.g., gas, paint, etc.) are labelled and inspected for correctness.
- The Contractor / supplier shall remove all hazardous chemicals that it brings on-site when work involving a specific hazardous chemical is complete.

#### **4.0 SPECIFIC SAFETY REQUIREMENTS**

##### **4.1 Confined Space Entry**

- Contractor / supplier will obtain PTW before entering / working in confined spaces. If during the course of its work, the Contractor / supplier encounters a confined space that has not been previously identified by the SNGPL, it must immediately bring the space to the attention of the Contract Coordinator / representative, and delay entry until SNGPL has examined the space.
- When both SNGPL personnel and Contractor / supplier personnel are working in or near confined spaces, the Contractor / supplier shall coordinate all operation with the affected SNGPL personnel before entry.
- Advance notification is always required. Whether you enter a confined space with a SNGPL employee or not.

##### **4.2 Lock-out / Tag-out (where applicable)**

- As part of SNGPL's Lock-out/Tag-out Program standard locks and tags should be used to control the start-up of equipment that is being serviced or maintained by its employees. At no time shall the Contractor / supplier or its employees override any locks or tags that they encounter during the performance of its work.
- The Contractor / supplier is responsible for developing, implementing and maintaining his/her own Lock-out/Tag-out Program.
- The Contractor / supplier shall submit a copy of its Lock-out/Tag-out Program to the Contract Coordinator / representative before the start of any work.

##### **4.3 General Electrical Safety**





- Only qualified electricians are permitted to work on electrical systems and equipment that uses or controls electrical power.
- Do not operate electrical tools or equipment in wet areas or areas where potentially flammable dusts, vapors, gas, or liquids are present, unless specifically approved for the location.
- Should a circuit breaker or other protective device "trip," ensure that a qualified electrician checks the circuit and equipment and corrects problems before resetting the breaker.
- Erect barriers and post warning signs to ensure non-authorized personnel stay clear of the work area.
- Report hazards (lack of protective guards or covers, damaged equipment, etc.) to the SNGPL Contract Coordinator / representative immediately.
- Do not leave electrical boxes, switch gear, cabinets, or electrical rooms open when not directly attended.
- Insulate energized parts when covers have been removed or doors are ajar. Use of cardboard, plywood, or other flammable materials to cover energized circuits is prohibited.

#### **4.4 Compressed Gas Cylinders**

The following measures must be taken for the protection of persons and property:

- Valve protection caps must be in place when compressed gas or LPG cylinders are transported, moved, or stored.
- Close cylinder valves and replace valve covers when work is complete and when cylinders are empty or moved.
- Secure compressed gas cylinders in an upright position in a welding cart or to a solid object (using chains, straps, or a rigid retaining bar).
- Secure compressed gas cylinders on an approved carrier while being transported.
- Keep cylinders at a safe distance or shielded from welding or cutting operations. Do not place cylinders where they can contact an electrical circuit.
- Keep oxygen and flammable gas regulators in proper working order and a wrench in position on the acetylene valve when in use.
- If a leak develops in a cylinder and it cannot be immediately corrected, move the cylinder to a safe location outside the building.
- Cylinders must not be taken into or stored in confined spaces.
- Do not store hoses and regulators in unventilated or closed containers or areas.

#### **4.5 Welding, Cutting, and Brazing**

- Obtain Work Permit
- Inform SNGPL representative prior to the start of any welding/cutting/brazing work.
- Remove combustible materials from the area before beginning work.
- Install anti-flash back (safety/check) valves in both the oxygen/acetylene hoses at the regulator.
- Shield adjacent areas with welding partitions.



- Have a second person stand by with an approved fire extinguisher for welding and burning operations

#### **4.6 Cranes and Rigging**

- Each crane, rigging, or hoist brought onto SNGPL property must have an annual inspection testing performed by a certified testing agency.
- The operator is responsible for the proper placement of the crane in relationship to the load to be handled and the landing area so as to obtain the best rated lift capacity, and the installation and maintenance of crane swing radius protection.
- All operators must possess a valid crane / hoist operating / driving license as applicable.

#### **4.7 Driving**

- All contractor / supplier vehicles while in SNGPL premises or performing SNGPL duties must have valid driving license, and shall adhere to speed limits (applicable in that particular zone), and also comply with all other traffic and road safety regulations.