

REL/Doc/008

COMMUNITY AFFAIRS, SAFETY, HEALTH,  
ENVIRONMENTAL AND SECURITY POLICY

**RIVET** RC: 903777

*Rivet Engineering Limited*

6, Oje Imianvan Street, Oregun ,  
Ikeja Lagos-Nigeria

P.O Box 120, Ikeja, Lagos

08053155792, 07040547970,

E-mail : [rivetengineeringltd@yahoo.com](mailto:rivetengineeringltd@yahoo.com)

[info@rivetengineeringltd.com](mailto:info@rivetengineeringltd.com)

[emmanuel@rivetengineeringltd.com](mailto:emmanuel@rivetengineeringltd.com)

[www.rivetengineeringltd.com](http://www.rivetengineeringltd.com)

## Introduction

The Keynote of RIVET ENGINEERING LIMITED, community affairs, safety, health, environment security – (CASHES) policy, is the emphasizes on management's responsibility for good community relationship, health and safety of all person involve in our operations, and many member of the public that may be affected and a minimum negative effect of the impact of the environment in which our operations are carried out.

The CASHES policy for implementation of our operation has put in place all the necessary procedures and activities aimed at achieving a satisfactory management of the CASHES issues.

By this CASHES plan, performance can actually be measured, facilitating the future identification of areas that may require improvement.

## RIVET ENGINEERING CASHES OBJECTIVE AND PLAN

### Community Affairs

Introducing ourselves first of all to any community we operate

1. Let the community know any benefit they derive from our operations there.
2. Employment of qualified and semi-qualified youths of the community.
3. Ensure that all Rivet Engineering limited employees are trained for any task they may be assigned to.
4. Enhance commitment to safety and promote safety awareness among all categories of our staffs, sub-contractor's staff.
5. No fatality of our staff, sub-contractor's or any third involved in our operations.
6. No lost time injuries (LTI)
7. Maintain zero road transport accident (RTA) and road transport accident (RTI)
8. Carryout daily near miss and unsafe conditions audits
9. Report all near misses.
10. Maintain Zero fire accident.

11. Continuous training and personal (to enhance awareness)
12. Maintain zero equipment damage
13. Strict adherence to permit to work procedures
14. Ensure that an employee's belief cannot be carried out in accordance with the safety policy must be stopped and immediately reported to his supervisor.

#### Health

15. All workers are to be certified medically fit before being employed and annually by a qualified medical doctor.
16. Carry out inventory of illness causing absence from work.
17. Prevent injury to and preserve the health of its employees.
18. Complete health hazard identification list
19. Upgrade site accommodation standard
20. Ensure that workers receive medical care in a well-equipped site clinic manned by suitably qualified doctor and industrial nurses.

#### Environment

21. Adhere to all statutory laws and procedures for the conservation of the environment.
22. Develop proper waste disposal procedure suitable for the environment
23. Operate with the limits of job requirement in order to minimize any such deleterious effect on the environment in which we work.

#### Security

24. Ensure sound protection of personnel and property in all locations through close liaison with and respect for appropriate government agencies.

## RIVET ENGINEERING LIMITED CASHES POLICY AND PROCEDURES

REL'S CASHES PLAN is endorse by the management and defines how it personnel are to work to fulfill intent of the client and REL's corporate CASHES policies.

25. REL's policy statement in colour and on plasticized paper shall be displayed in all sites. REL's policy is as defined in the attachment

26. The REL's policy statement will be distributed to all staffs, sub-contractors and vendors and discussed in CASHES meeting with a view to increase the understanding.

## CASHES REGULATION / REFERENCES AND STANDARDS

27. This CASHES plan is subject to continuous periodic review as time and projects progresses in accordance with:

- Mineral oil (safety) regulation, 1963
- Explosive act, 1964 (regulation 1967)
- Factories decree 1978
- Factories act, 1958
- Road traffic regulation
- Inland waterways regulation
- Client CASHES policy
- MGEL policy
- MGEL CASHES manual

## CASHES STANDARDS

All lessons learned from incident must be fed back into CASHES plan reviews to strengthen the company's commitment to the achievement of the digested possible CASHES standards

## NIGHT WORK PRECAUTION

- Permit to work must be in place
- Item work hazard analysis and CASHES statement relating to method statement in the quality plan to be discussed in tool box meeting before commencement.
- Emphasize night work hazard in tool book meeting.
- Pre-start inspection by the client representative
- Ensure there is a standby vehicle at the work entrance
- All personnel to wear reflective bands
- Ensure adequate illumination of work area including access road, provision of torches.
- Dedicated safety officers, nurse and supervisor must always be on site throughout the operation.
- Ensure radio communication between key workers and between supervisors and client representative.
- Observation of one hour breaks during the operation.
- Client representative to be on site throughout the night operations.
- Operation /access area to be barricaded

## Plant and equipment pre-mobilization check-list

A check-list for specific items to be inspected on plant and equipment during pre-mobilization inspections will be put in place.

The date and result of this inspection will be recorded in RIVET ENGINEERING construction resource register.

## JOURNEY MANAGEMENT

For the safety and security of visitors to work sites, special instructions will be given.

## VISITOR'S BRIEFING

The RIVET ENGINEERING CONTROL OFFICER must give all new or occasional visitors to site a site briefing prior to entry to the work site.

Signature on the site ENTRY log book will signify acceptance and understanding by the visitor of the site briefing.

## CASHES RULES

- The CASHES rules are stated in the attachment 6 and a plasticized version it to be posted on all CASH notice boards.
- All personnel are to acknowledge receipt of these rules and verify understanding.
- Any proposal to change the CASHES rules is to be presented to the CASHES monthly meeting for discussion. Any change to the rules is to be authorized by client.

## HEALTH, MEDICAL AND WELFARE PROGRAM

### Fitness

All personnel employed on projects must be confirmed as medically fit. Thereafter there shall be annual medical recertification of fitness by a qualified medical doctor.

MGEL head of CASHES is responsible for maintaining a certificate of fitness register including:

- Name
- Job title
- Date of last medical examination
- Location: MGEL and sub-contractor employee

## NUTRITION

The responsibility of individuals to ensure that they receive adequate nutrition for safe working on site is to emphasize in:

- Daily tool Box Meetings
- Cashes lectures
- Cashes notice board

A clean fresh water supply is to be available in a clearly marked location at every work site to every person. The dangers of dehydration and salt loss are to be emphasized.

## Clinic Facilities

- Clinic shall be available in the site area

## ACCESS TO DOCTORS

Site personnel shall have access to qualified medical doctors for general consultation at least fortnightly.

## FIRST AID

There shall be at least one first aider to every 10 workers or one first aider to every work sites which ever results in a larger number of first aiders. This should be indicated on the site diary

while detailing categories of labour force. Proof of qualification of first aiders to be with client.

In addition, there shall be a first aid box stocked in accordance with the checklist in every active site. An annual refresher course shall be conducted for qualified First Aiders.

RIVET ENGINEERING Head of CASHES is to ensure that the ratio of first aiders is satisfied by including the first aider training in the training register.

#### CASHES Auditing

- Compliance with CASHES plan
- Work sites, offices and accommodation areas
- Transport – Road and Water
- Plant and equipment
- CASHES Department records and record keeping
- Occupational health provisions.

#### CLIENT CASHES FACILITATORS

They are responsible for ensuring that Audit schedules and planned is implemented. RIVET ENGINEERING Head of CASHES to provide a database for effective implementation and follow up Audits.

Findings from audits are to be published and discussed with formal follow-up in the weekly CASHES meeting.

#### Environmental

- The awareness of the work force to protect the environment is to increase by means of topics at the Tool Box Meeting and CASHES lectures.
- An inventory of all types of waste with estimated quantities will be compiled.
- In conjunction with the Client, Procedures will be developed for the disposal of the waster materials, which include:
  - i. Blast paints and thinners and solvents
  - ii. Spent grit
  - iii. Crap metals

## SUB-CONTRACTORS

RIVET ENGINEERING will ensure that its workers, sub-contractors and vendors, maintain the same CASHES standards as defined in RIVET ENGINEERING CASHES Manual.

RIVET ENGINEERING will ensure full integration of sub-contractors and vendors into the procedures defined in the CASHES Manual.

## CASHES MANAGEMENT AND SUPERVISION

### CASHES Organization

The CASHES objectives of this PLAN include but are not limited to:

#### Health

- Minimize health hazards including but not limited to: ionizing radiation from radiography, crystalline silica from abrasive, dust from blast cleaning, coaster fumes from pipe-coasting, toxic fumes from welding/cutting, water borne diseases.
- Minimize illness through preventive measures including education programmes concerning nutrition, cleanliness and fitness.
- Minimize incidence of malaria through the provision appropriate malaria prophylaxis together with education regarding malaria and correct administration of prophylaxis.
- Ensure that working conditions are, so far as possible, designed to minimize stress and fatigue by attention to ergonomics.
- Ensure that RIVET ENGINEERING personnel deployed to the site are medically fit.
- Ensure that RIVET ENGINEERING personnel at the site have access to adequate health care facilities

## SAFETY

- Achieve ZERO fatality