



**MOBILIFT**

*Cranes, Lift Trucks, Access Equipment*

P.O. Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

**موبيليفت**

*Cranes, Lift Trucks, Access Equipment*

- 379 رمز بريدي 325





# MOBILIFT

*Cranes, Lift Trucks, Access Equipment*

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

*Cranes, Lift Trucks, Access Equipment*

379 رمز بريدي 325



## Table of contents

1. Introduction
2. Brief description of the company
3. Policy
  - 3.1 SHE Policy Statement
  - 3.2 Determination and implementation of the policy
4. Organisation chart & Job descriptions
5. SHE Management System
  - 5.1 Policy Statement
  - 5.2 SHE Manager
  - 5.3 Annual Audit SHE Management System
  - 5.4 Annual SHE Action Plan
  - 5.5 Task Risk Analysis
  - 5.6 Accident & incident registration and investigation
  - 5.7 Failure Analysis
  - 5.8 Workplace Inspections
  - 5.9 Health care
    - 5.10 Purchasing & Inspection of equipment / chemicals
    - 5.11 Emergency response measures
    - 5.12 Preventive measures environmental care
    - 5.13 Toolbox meetings
    - 5.14 SHE Induction course
    - 5.15 Education & Training
    - 5.16 Personal Protective Equipment
6. Work Instructions
  - 6.1 Work Instruction TRA
  - 6.2 Work Instruction Accidents & Incidents
  - 6.3 Work Instruction Failure Analysis
  - 6.4 Work Instruction Workplace Inspection



# MOBILIFT

*Cranes, Lift Trucks, Access Equipment*

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

*Cranes, Lift Trucks, Access Equipment*

- 379 رمز بريدي 325



## 1. Introduction

This SHE manual describes the way in which Mobilift deals with the various aspects relating to safety, health and environmental care.

In the first place, this SHE manual is intended to assist interested clients and any (government) institutions to understand the organisation, the policy, the responsibilities, the resources and the measures taken relating to safety, health, welfare and the environment.

Second, the manual is intended to give insight in regulations and procedures within the Mobilift organisation to all personnel. By using standard documents, procedures and toolbox meeting subjects, this manual helps to support all employees.

The aim of Mobilift is to implement an integrated company care system in which attention is paid in a structured and policy-based manner to quality assurance, health & safety matters, and environmental protection.

The SHE manual describes the structures relating to safety, health and the environment, which are already in place. In addition to the SHE manual, every year a health & safety annual plan is drawn up, which contains the objectives for the coming year, aimed at expanding this structure. Also, an annual health & safety report is prepared, which describes the objectives already achieved. On this basis, the SHE manual can be updated and supplemented.

We, the Management and HSEQManager, hope that a better support is given with this version of the SHE manual and that it will make a positive contribution to the safety idea and the awakening process within Mobilift.

Oman, Oktober 19th 2011

Herman Kiers  
General Manager

Peter Boeijer  
HSEQManager



# MOBILIFT

Cranes, Lift Trucks, Access Equipment

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

Cranes, Lift Trucks, Access Equipment

379 رمز بريدي 325



## 2. Brief description of the company

### Mobilift & Partners LLC

Established in 2005, Mobilift & Partners LLC has been the company to refer to for the right kind Cranes, Forklifts or Aerial Platforms, for short-term or long-term hire, full operational lease or purchase.

Mobilift & Partners LLC operates from the Sohar Industrial Estate and the Port of Sohar in the Al Batinah region, Mobilift has become a one-stop shop offering perfect solution for your needs anywhere in the Sultanate of Oman. Mobilift has been well known in the market of horizontal and vertical transport in Oman.

Be it Cranes, Forklifts or Aerial Platforms, for short-term or long-term hire, full operational lease or purchase, Mobilift is the one to talk to.

We operate independently across the Sultanate of Oman and serve every specific market.

The concentration of capacity within Mobilift not only allows us to compete flexibly across many different fields, the central coordination also makes things far more manageable for our clients.

A single point of contact for all your internal transport matters certainly improves your efficiency and we are only too happy to help.

### Vision and Mission

#### Vision:

‘Finding solutions at the right level’

Becoming the best one-stop shop for horizontal and vertical transport in Oman.

#### Mission:

With dedicated, experienced and well trained staff, Mobilift provides the perfect solution for the clients’ situation, and a durable high level of service.



# MOBILIFT

Cranes, Lift Trucks, Access Equipment

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

Cranes, Lift Trucks, Access Equipment

379 رمز بريدي 325



### 3.1 SHE Policy Statement

It is the declared Policy of Mobilift to take reasonable and practical steps to ensure the Health, Safety and Environment care of our employees and any other persons who may be affected by our work activities.

The Management recognises that Occupational Health, Safety and Environmental matters are of paramount importance and an integral part of business performance, which shall receive foremost priority over all other aspects of business.

Management, at all levels, are committed to achieving a high level of Health, Safety and Environmental performance by means of compliance with all Legal Acts, Regulations, Codes of Practice, Enforcing Authorities Guidance Notes, Industry Best Practice Standards, Corporate, Client, Regional, Local and Provincial SHE requirements and of continual cost-effective improvement of risk awareness from our undertakings and of the importation of risk from others.

Implementation of this policy will be through information to, and instruction, training and supervision of line management who have a duty to consult and encourage the active participation of every employee in the promotion, achievement and maintenance of Statutory and Corporate Policy, Procedure and Standards.

The Company will arrange for sufficient funds to be made available to meet all reasonably practical costs in respect of continually reviewing, implementing and maintaining safe systems of work, practices and procedures to ensure the Health and Safety requirements of all employees.

Compliance and effectiveness of the organisation for managing Health, Safety and Environmental matters shall be monitored through regular inspection and audit in accordance with laid down policy and procedure.

The policy will be kept up to date, reflecting any changes in the nature and size of the business and reflect any changes in legislation with revisions being made as necessary. Any revision of this Policy Statement or Company Procedure shall be brought to the notice of all employees.

Employees will lead by example, complying with all requirements and shall be held accountable for their SHE performance and behaviours. They shall always report for work fit to undertake their duties, work safely and where identified report risk, damage and non-compliance.

Oman, October 19<sup>th</sup> 2011

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

General Manager

Herman Kiers



# MOBILIFT

Cranes, Lift Trucks, Access Equipment

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

Cranes, Lift Trucks, Access Equipment

379 رمز بريدي 325



## 3.2 Determining and implementation of the SHE policy

Determining policy on safety, health, well-being and the environment is the responsibility of the Management. To shape this policy, the management is supported and advised by the HSEQManager, who coordinates the care for Quality, Working Conditions and the Environment.

Per 02-05-2008 the Management of Peinemann Holding B.V. has appointed Mr. Peter Boeijer in the function of HSEQ Manager (certified Quality Manager and Safety expert: M.V.K.).

The HSEQManager of Peinemann Holding B.V. is also appointed as SHE Manager of Mobilift and reports directly to the General Manager of Mobilift.

The management of Mobilift, as the employer, is responsible for the policy being aimed at the highest possible level of safety, the greatest possible health protection and promoting the well-being of employees within the company. Great care is also devoted to a good environment, with legal requirements constituting the minimum.

The management fulfils an administrative task herein by:

- Determining a company policy regarding safety, health, well-being and the environment.
- Issuing safety and environmental regulations.
- Ensuring that employees are trained, instructed and informed.
- Ensuring that the policy on working conditions and the environment is observed.
- Taking action if safety, health, well-being and/or the environment is at stake. Action will generally be taken through the line organisation.

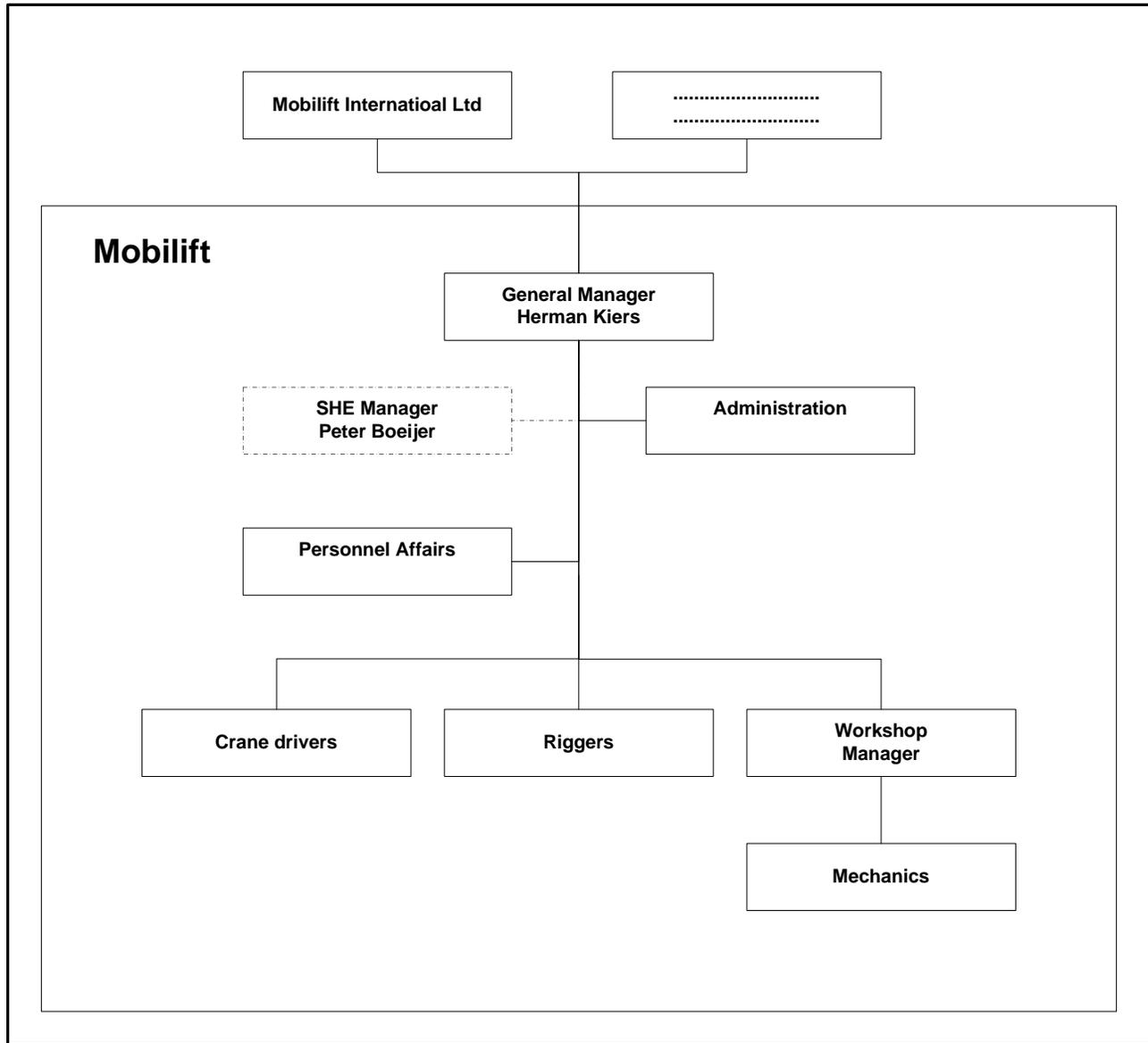
Each line supervisor in the organisation has a duty to implement this policy and to take an active part in it. Managers must serve as examples to convey the goals of the policy to everyone working within the organisation.

This SHE manual is intended to create a basis for a safe, healthy, environmentally friendly, high-quality execution of the work by Mobilift, aiming at the following goals:

- Zero accidents or recordable incidents;
- No personal harm or health incidents:
- No environmental damage:
- No inconvenience for the surroundings.



## 4.0 Organisation chart & Job descriptions





# MOBILIFT

Cranes, Lift Trucks, Access Equipment

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

Cranes, Lift Trucks, Access Equipment

379 رمز بريدي 325



## Job description General Manager

Not all positions in the Mobilift organization have direct involvement with the SHE Management System. In below mentioned job description only SHE related tasks per SHE related position are written down. It is obvious that, besides SHE related tasks, employees also have tasks and responsibilities toward operational aspects in their function.

### The General Manager:

- is primarily responsible for establishing the SHE policy and for correct implementation;
- sees to it that all staff that report directly to him carry out their tasks and responsibilities properly;
- sees to it that the annual SHE Action Plan is drawn up and SHE assessment Audit is kept;
- sees to it that the report Hazard Inventory & Analysis is kept up to date;
- makes all possible resources available to enable SHE policy to be executed in the best manner.
- is responsible for the fulfilment and appliance of legislation and safety regulations, prescribed by Mobilift and / or any client;
- is responsible for and executes periodical safety inspections;
- is responsible for and gives instructions on safety, health and environment to all new employees or employees of third parties;
- is responsible for the setting up of an educational and training program;
- is responsible for and holds safety meetings and toolbox meetings;
- is responsible for the reporting of accidents, incidents and dangerous situations;
- is responsible for the proper use of machinery, equipment and auxiliary equipment and the maintenance hereof.

## Job description HSEQ Manager

The HSEQManager has a supervisory and advisory role within the organization. He renders assistance to the General Manager and employees and helps them comply with the Mobilift SHE Management System  
The HSEQManager:

- sets up accident reports, reports of dangerous situations and incident reports and investigates / analyses all occurrences;
- makes recommendations in respect to the safety policy to be pursued and the daily implementation of this policy;
- is co-responsible for the fulfilment and appliance of safety regulations and legislation, prescribed by Mobilift or any client;
- executes periodical safety inspections;
- gives instructions on safety, health, welfare and environment to all new employees or employees of third parties;
- renders assistance in setting up an educational and training program;
- renders assistance in providing information for safety meetings and toolbox meetings;
- draws up the annual SHE Action Plan and audits the SHE Management System annually;
- renders assistance in the purchase of personal protection equipment;
- gives advise concerning the improvement of work circumstances and the implementation of the SHE Management System;
- Informs the General Manager about all SHE matters.



# MOBILIFT

Cranes, Lift Trucks, Access Equipment

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

Cranes, Lift Trucks, Access Equipment

379 رمز بريدي 325



## **Job description Manager Personnel Affairs**

- issues standard Personal Protection Equipment;
- is responsible for the medical employment examination of new employees;
- is responsible for the execution of the educational and training program;
- updates personnel files.

## **Job description Manager Workshop**

The tasks and responsibilities of the Manager Workshop are limited to the areas for which he is responsible on a day-to-day basis. The Manager Workshop:

- sees to the fulfilment and appliance of legislation and safety regulations, prescribed by Mobilift;
- executes periodical safety inspections;
- gives complementary instructions on safety, health and environment when needed;
- sees to good housekeeping in own workshop and location area;
- reports accidents, incidents and dangerous situations;
- sees to the proper use of machinery, equipment and apparatus, and the maintenance hereof;
- participates in safety and toolbox meetings;
- inspects machines and equipment in compliance with legal directions;
- sees to correct use of personal protective equipment.

## **Job description Employee (Crane Driver / Rigger / Mechanic)**

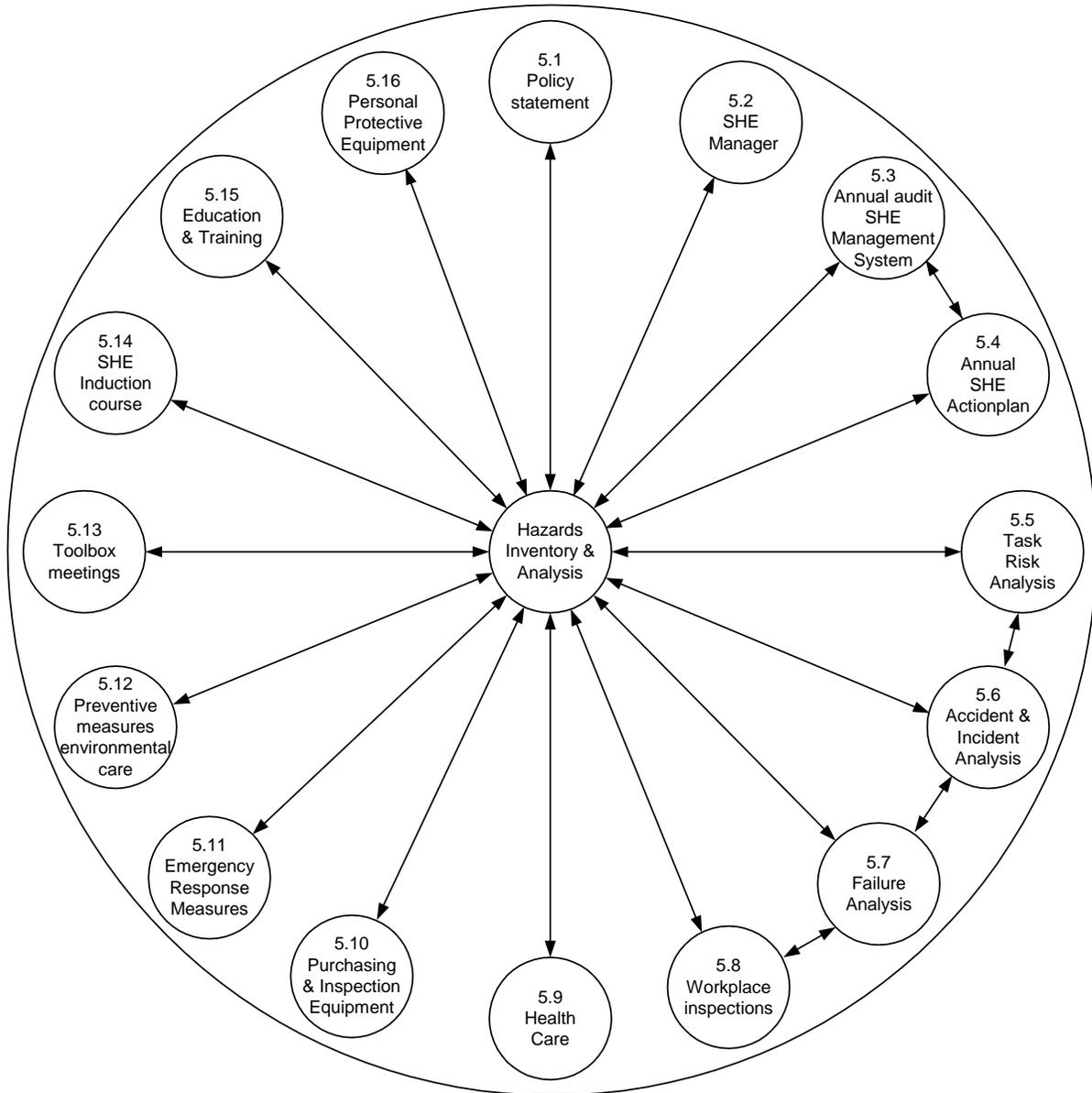
- fulfils and applies legislation and safety regulations, prescribed by Mobilift or any client;
- is obliged to use machinery, apparatus, tools, dangerous substances, transport vehicles and other auxiliary equipment in the proper manner;
- maintains machinery, apparatus transport vehicles and other auxiliary equipment according to the applicable directions;
- is obliged to use, maintain and store personal protection equipment in the proper manner;
- is obliged to respect safety devices fitted to machines, apparatus and tools;
- reports all dangerous situations, accidents and incidents, however minor, to his supervisor;
- attends the instruction sessions organized for them on safety, health and environmental care, such as toolbox meetings and safety instructions;
- keeps himself informed about the current safety regulations/rules of conduct and acts accordingly;
- sees to good housekeeping;
- is obliged to co-operate to education and training, which is organized on his behalf.

Employees are obliged to exercise due care and attention in their work to avoid endangering their own safety or health or that of others, and with a view to protect the environment. Employees keep themselves informed about the current safety regulations and rules of conduct and act accordingly.



## 5. SHE Management System

The SHE Management System is build up around the Hazards Inventory & Analyses report. This report contains the inventory of all our standard hazards coming from our general activities and our standard fields of operations. All hazards are weighed in accordance to the Fine and Kinney method and preventive measures are determined.







# MOBILIFT

Cranes, Lift Trucks, Access Equipment

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

Cranes, Lift Trucks, Access Equipment

379 رمز بريدي 325



## 5.4 Annual SHE Action plan

Yearly a SHE Action Plan is drawn up by the HSEQManager. In this action plan at least the following items are included:

- annual internal audit of the SHE Management System;
- annual drawing up of the SHE Action plan;
- monthly workplace inspections on sites as well as in own workshop;
- 10 x year toolbox meeting;
- testing / inspecting equipment;
- education / training of personnel.

Furthermore topics out of the report HI&A and findings out of the Internal audit report will also be included to the Action plan.

## 5.5 Task Risk Analysis

A specific TRA is to be drawn up: - in case of non-standard activities;  
- and / or in case of non-standard operations entourage;  
- and / or on request of the client.

The intention of the TRA is to increase the effectiveness of job execution and the prevention of incidents and / or adverse effects during execution.

During the job preparation phase the supervisor in charge determines the necessity for a TRA.

The method for drawing up a TRA is laid down in the Work instruction TRA.

The TRA form to be used is added.

After the execution of a job, for which a TRA has been drawn up, the TRA will be evaluated by the supervisor in charge and the SHE Manager. Evaluation will always take place in case of the occurrence of an accident despite the TRA.

All evaluated TRA's will be filed by the SHE Manager for future use.

## 5.6 Accident and Incident registration and investigation

The QSE policy of Mobilift is aimed at zero accidents and incidents. However, in spite of a good preventive policy, occasionally accidents / incidents can happen.

All accidents / incidents will be reported and registered in accordance with the Work instruction Accident & Incidents.

The SHE Manager, in consult with the supervisor in charge, investigates and analyses all accidents and incidents in accordance with the Work instruction.

In the Annual SHE Report each separate analysis per registered accident / incident will be included.

Corrective actions are immediately taken and preventative measures will be taken in case of trends in causes (see section 5.7). The effectiveness of corrective and preventative actions will be measured and conclusions will also be published in the annual SHE Report.

Annually out of the registration of all accidents the SHE Manager calculates the Frequency index and the Severity Rate.



# MOBILIFT

Cranes, Lift Trucks, Access Equipment

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

Cranes, Lift Trucks, Access Equipment

379 رمز بريدي 325



## 5.7 Failure analysis

In order to obtain a total overview of all main causes of all unwanted occurrences the Failure Register is not only used for the registration of accidents and incidents, but also for:

- complaints of clients about our performance;
- damages due to execution of our jobs;
- improvement proposals out of own organisation;
- other sources that can lead to improvement.

The same form can be used for all abovementioned “failures”. The SHE Manager is responsible for correct filling of the Failure Register in accordance to the Work instruction Failure Analysis.

At least two times a year the SHE Manager consults the General Manager about the result of the total of analysis of all registrations. In case of trends preventative actions will be taken.

Conclusions of the overall results will be reported in the Annual SHE Report.

## 5.8 Workplace inspections

Workplace inspections are carried out by management employees during visits to the site locations. Workplace inspections are also held in the workshops.

The aim of the workplace inspections is to determine the extent to which the various activities are being implemented according to the valid regulations.

Amongst the areas given, specific attention is given to:

- compliance with client and Mobilift regulations;
- the presence and condition of fire extinguishing equipment and First Aid equipment;
- the use and condition of personal protection equipment;
- the use and condition of equipment and auxiliary equipment;
- the quality of intercommunication and co-operation;
- the storage of hazardous or harmful substances.

In addition, attention is paid to the general order and tidiness of the workplace, in so far as disorder and untidiness could lead to a dangerous situation.

The workplace inspection is carried out on the basis of [a standard form](#) that is submitted to the SHE Manager, upon completion.

The SHE Manager evaluates any non-conformities noted, and discusses them with the employees involved. All findings are registered in the [Failure Register](#) and analysed in compliance with 5.7 Failure Analysis.

With the [Work instruction Workplace Inspections](#) the use of the inspection form is explained.



# MOBILIFT

Cranes, Lift Trucks, Access Equipment

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

Cranes, Lift Trucks, Access Equipment

379 رمز بريدي 325



## 5.9 Health care

### Employment examination

Before employees are taken on they undergo a physical examination by the company doctor. The examination requirements are regularly evaluated to ensure the best possible match with the position to be occupied. For certain jobs a psychological examination may form part of the selection procedure.

### Medical inspection for crane operators

Crane operators and apprentice crane operators must at all times have a medical certificate in their possession. This certificate is generally valid for three years, after which time the operator must be re-examined. The company doctor carries out these examinations.

### Other examinations

If employees have to wear compressed air equipment, they must first undergo a medical examination. At the request of a client, the employees may be subjected to a medical examination before being granted access to the site of the client, for example if work is to be carried out in a nuclear power station.

### Absence due to sickness

Once an employee has registered sick, Mobilift determines whether or not a control visit should be carried out. On the day on which the employee registers sick, the relevant Manager contacts the employee to determine the nature of the sickness and the probable length of absence.

Employees with long-term or regular sickness are medically supervised by the company doctor. The Personnel Department pays considerable attention to the employee by sending gifts, possibly by visiting the employee, and by encouraging the Manager involved to show an interest in the employee.

Absence due to sickness is carefully recorded to ensure that data on the nature, frequency, duration and particulars of the absence are available.

By analysing absence due to sickness, it is possible to develop a targeted approach to the problem.

## 5.10 Purchasing & Inspection of equipment / chemicals

All machines, tools, auxiliary equipment and chemicals (oil, grease, etc.) have to meet the minimum required legal standards. An inventory of all potential hazardous equipment and chemicals is made and a Register Hazardous Equipment / Chemicals has been drawn up.

For each item specifications are laid down in the register in order to ensure compliance with the required standard and to eliminate potential risks.

The register is consulted to avoid the purchasing of non compliant goods. Once a year, during the annual SHE Management SHE audit, the Register will be reviewed and updated.

Machines, equipment and tools are periodically inspected both by experts within Mobilift and external experts (if legally required) and recorded in the inspection registration system.

This includes:

- Crane and crane equipment :inspection expert/coordinator of Mobilift and / or an independent institution.
- Hoisting equipment : inspection by the Workshop Manager
- Fire extinguishers : inspection expert or the supplier.



# MOBILIFT

Cranes, Lift Trucks, Access Equipment

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

Cranes, Lift Trucks, Access Equipment

379 رمز بريدي 325



- Electric tools, welding equipment and fork-lift trucks : inspected by authorized test authority or by a certified person.
- Trucks and trailers : test by authorized inspection expert.

The monitoring and update of the Register Inspection Equipment is the responsibility of the Workshop Manager.

## 5.11 Emergency response measures

In case of accidents, fire, evacuation and possible emergencies quick response is a necessity. For that reason Mobilift has drawn up a Company Emergency Plan for her own site. In this plan is described how to act in case of an emergency and the responsible employees are appointed. Ground plans of the building are part the CEP and are hanging at various locations inside the building and can be consulted in case of emergency so one can take the best escape route. Available fire extinguishers and first aid kits are also marked on the ground plan. The manual is updated yearly if necessary ( see appendix. Annually an emergency drill with own personnel is kept during a regular Toolboxmeeting in order to keep our staff alert. In case of emergencies at site locations our employees will follow the directions of our clients.

## 5.12 Preventive measures environmental care

Mobilift gives full attention to environmental care in order to prevent environment pollution. Therefore the following actions have been taken:

- separate collecting of waste
- storage of oil and grease products on special leak reservoirs
- back stroke valves on hydro systems / hoses
- environmental kits on equipment for small oil leakages (first response)
- monthly workplace inspection in own workshop and site.

Amongst the types of waste which are collected separately are used oil, oil-bearing waste, paint residues, paint cans, paint-bearing waste, paint solvent residues, asbestos waste, empty batteries, old batteries, fluorescent tubes, ammonia waste, office and canteen waste, paper and folded cardboard, oversized refuse and residual waste.

Chemical waste and industrial waste can only be collected by companies in possession of the necessary licences. Mobilift only uses bona fide companies for waste disposal.

### Harmful substances

Employees may only work with harmful substances if all instructions and regulations have been complied with. Instructions for working with harmful substances are also incorporated into our Safety Regulations. Mobilift also has a register of dangerous substances which are in use within our company, in which both the dangerous substances and the safety measures are mentioned (paragraph 5.10).



# MOBILIFT

Cranes, Lift Trucks, Access Equipment

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

Cranes, Lift Trucks, Access Equipment

379 رمز بريدي 325



## 5.13 Toolbox meetings

The objective for toolbox meetings is keeping our employees alert for hazards to which they daily are exposed. Moreover, it is the ultimate occasion to instruct employees about safety regulations and to inform them about incidents, accidents and findings out of workplace inspections.

The goal is to reach a higher level of safety awareness and safety responsibility for themselves, colleagues, employees of subcontractors and bystanders.

A toolbox meeting is kept every month (in compliance with the SHE Action Plan; paragraph 5.4).

Each employee is obliged to attend the meeting and signs of the attendance list. The management of Mobilift is responsible for correct follow up of the SHE action Plan and thus for keeping toolbox meeting in time.

Examples from subjects for toolbox meetings are added to the SHE Management System.

## 5.14 SHE induction course

The introduction programme (induction course) is intended for all new employees at Mobilift, be they office or operational personnel. The introduction programme is also intended for non-permanent employees such as temps or trainees.

The aim of the introduction programme is to rapidly introduce new employees to various matters including the organisation, the administrative and company regulations, quality and safety regulations, standard hazards related to execution of daily jobs and the working methods at Mobilift

Special attention is paid to on-location work for clients, the use of personal protective equipment, and the reporting of accidents, damage and incidents.

The introduction programme is provided by the SHE Manager and the Personnel Affairs Department.

Amongst the elements included in the introduction programme are:

- issuing and discussing the Operations Manual. This introduction concentrates on general information specifically applicable to new employees;
- distribute the necessary personal protection equipment, all employees both office and operational receive a set of personal protection equipment, relevant to the job;
- issuing keys for the company site and buildings, as far as necessary;
- a tour of the site.

For the induction course received the new employee signs of the Induction and PPE declaration.

This declaration is filed in the personal file of the employee at the Personnel Affairs Department.

## 5.15 Education and Training

Mobilift pays a great deal of attention to the training of its entire staff, both office and operational.

The emphasis lies on those courses that help to increase occupational safety. This is achieved through both expanding professional knowledge and skill, and increasing safety awareness.

In addition, employees are offered training courses that have no direct influence on the implementation of work on behalf of a client, such as courses in finance, commerce, management, software, logistics and quality.

The training courses followed are recorded in each employee's individual personnel file.



# MOBILIFT

Cranes, Lift Trucks, Access Equipment

PO Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

Cranes, Lift Trucks, Access Equipment

- 379 رمز بريدي 325



## Mobile crane operator

The training course leading to qualification as a mobile crane operator is provided by a Dutch experienced crane expert. This training course is not legally required, but is given out of own initiative of Mobilift. The training course consists of theory and practical training, after which a certificate of expertise is awarded. The student is then trained to the standard of apprentice crane operator, and may operate a mobile crane on a professional basis, under supervision.

## Rigger

The rigger course is intended for operational personnel who are actually involved in rigging loads for crane lifting. These employees are known as "riggers".

The course consists of theory lessons and practical teaching, given by a Dutch experienced rigger. After completion of the course the rigger is awarded with a certificate.

## Forklift driver

Mobilift organises the course on "safe forklift truck driving" for the operational personnel regularly operating forklift trucks. A company specialised in safety training provides the course.

The course content is primarily aimed at increasing safety awareness, part of which includes vehicle control. The subjects covered by the course include checking, loading, driving and parking the forklift truck. The course is concluded with a written examination and a practical examination.

## General safety training

In imitation of the general safety training the Dutch colleagues of Mobilift are obliged to follow, Mobilift operational employees are offered the same course.

The subjects cover among other things general safety terms and legislation, hazardous substances, working at height and in confined spaces, accidents, fire prevention, welding work and personal protective equipment.

The course is not concluded with an exam, but participation in this course is laid down in the personal file of the employee involved.

## First aid

Mobilift makes every attempt to encourage its employees to follow First Aid training. The organization shall make sure that sufficient qualified First Aiders are active within the company.

In the personal file of each employee an overview of courses taken and certificates is available.

## **5.16 Personal Protective Equipment**

All employees have to understand the importance of Personal Protective Equipment and how it is used. Therefore this subject makes part of the induction course for new employees. During workplace inspections supervisors inspect the right use of PPE's. In toolbox meetings the use of, the storage and maintenance of PPE's is a reflexive subject.

Mobilift provides all necessary PPE's needed for standard jobs in order to create a safe working environment. Employees are obliged to wear the provided equipment and have thus declared by means of the Induction and PPE Declaration. Employees have to sign for received PPE's on the PPE form. When working in non-standard environments, where extra precautions have to be taken, additional PPE's will be provided by Mobilift or by the client in case of very specific items.

Employees are standard provided with:



# MOBILIFT

*Cranes, Lift Trucks, Access Equipment*

P.O. Box 379, 325 – Liwa , Sultanate of Oman, CR. 3/24641/8

# موبيليفت

*Cranes, Lift Trucks, Access Equipment*

379 رمز بريدي 325



- safety helmets
- protective footwear
- hardwearing industrial clothing
- working gloves

Depending on the nature of the work involved the following extra PPE's will be provided:

- safety glasses
- ear protection
- approved safety harnesses
- dust mask
- gasmask
- special protective clothing

For working in the workshop the following PPE's are available:

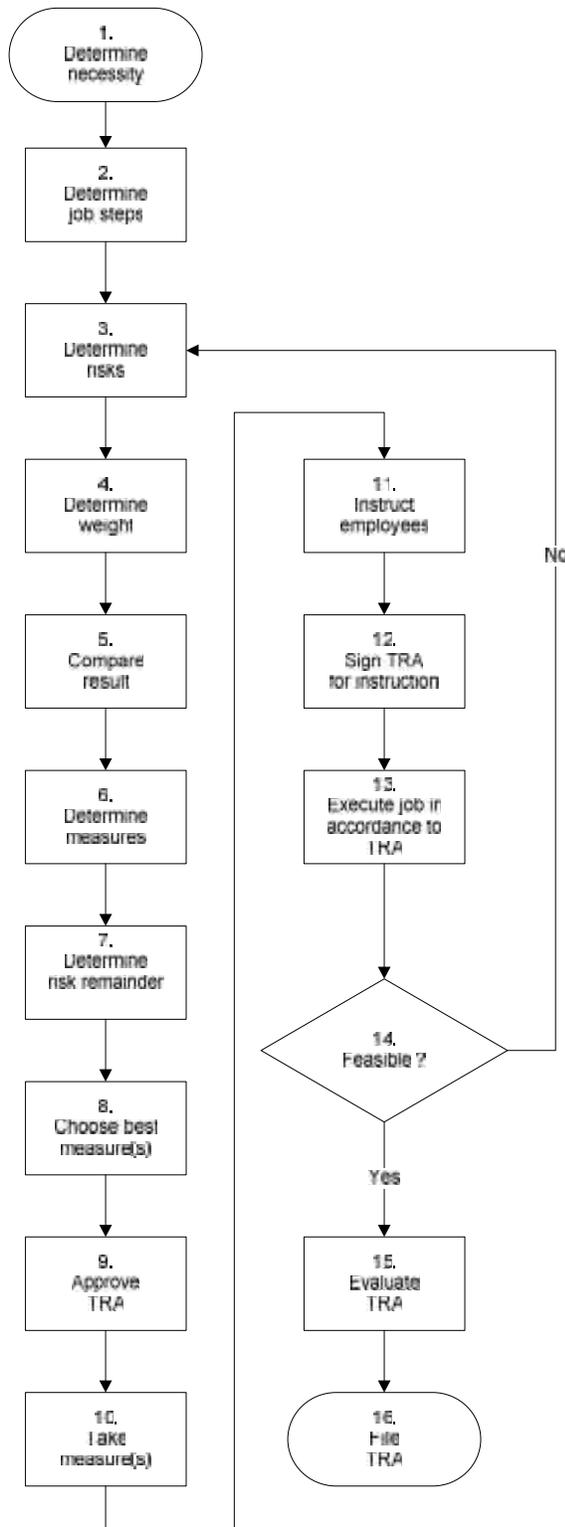
- welding mask
- welding goggles
- transparent goggles for grinding work

The PPE instruction makes part of the Operations Manual.



## 6.1 Work Instruction TRA

### Work instruction: Task Risk Analysis



Work instruction Owner : Job preparator / SHE manager  
 Revision : 0  
 Date : 01-06-2006

#### Goal:

The increasing of effectiveness of job execution and the prevention of incidents and / or adverse effects.

#### When:

- in case of non-standard activities,
- and / or in case of non-standard operations entourage,
- and / or on request of the client.

#### 1. Supervisor in charge

- determines the necessity of a TRA on the basis of above mentioned criteria.
- invites the SHE manager (and potential others involved) for drawing up the TRA.

#### 2. Supervisor in charge / SHE manager / Others

- determine the specific job steps, taking into consideration that the extent of specification will not violate the expertise of the executive staff.
- describe the job steps on form TRA.

#### 3. Supervisor in charge / SHE manager / Others

- determine the risks per job step.
- describe the risks on form TRA.

#### 4. Supervisor in charge / SHE Manager / Others

- use the method Fine & Kinney to determine the weight per risk and record the value on form TRA.

#### 5. Supervisor in charge / SHE Manager / Others

- review the value on the basis of the Table Interpretation Values.

#### 6. Supervisor in charge / SHE Manager / Others

- determine the measures to be taken.

#### 7. Supervisor in charge / SHE Manager / Others

- use the method Fine & Kinney to determine the weight per risk remainder and record the value on form TRA.

#### 8. Supervisor in charge / SHE Manager / Others

- review the value on the basis of the Table Interpretation Values.
- make a choice for the best measure to be taken.

#### 9. Supervisor in charge / SHE manager

- sign the form TRA for accordance.

#### 10. Supervisor in charge / Others

- take action to execute the best measure.

#### 11. Supervisor in charge

- instruct own employees in question ( and potential employees of subcontractors) in relation to the job to be performed, the risks involved and the measures to be taken out of the TRA.

#### 12. Executing employees

- sign the form TRA for the instruction.

#### 13. Executing employees

- execute the job in conformity with the given instructions.

#### 14. Executing employees

- signalise on time if the job cannot be executed in conformity with the given instructions.

#### Supervisor in charge

- informs the SHE manager when the TRA has to be adapted.

#### Supervisor in charge / SHE manager

- again take step 3 up until 13 of the work instruction TRA .

#### 15. Supervisor in charge / SHE manager

- evaluate after finishing the job the TRA is relation to conformity, reality and feasibility.

- evaluate TRA at all times when during the execution of the job a lost time injury has occurred.

#### 16. SHE manager

- makes evaluated TRA available for use in case of similar jobs.
- files TRA in the SHE administration.



## Method Fine & Kinney

$$\text{Risk} = \text{Chance} \times \text{Effect} \times \text{Exposure time}$$

Determine on the basis of under mentioned tables the value per factor

Factor Chance	Value
Almost not imaginable	0,1
As a rule impossible	0,2
Imaginable but unlikely	0,5
Unlikely, but possible in borderline cases	1
Unusual	3
Surely possible	6
To be expected	10

Factor Effect	Value
Minor (injury without lost time (First aid) or hindrance)	1
Considerable (injury and lost time)	3
Serious (irreversible effect; disability)	7
Very serious ( 1 dead; acute or in the long run)	15
Disaster (multiple dead; acute or in the long run)	40

Factor Exposure time	Value
Very seldom (< 1 time a year)	0,5
Seldom (yearly)	1
Sometimes (monthly)	2
Now and then	3
Frequently (daily)	6
Continuously	10

## Table Interpretation Values

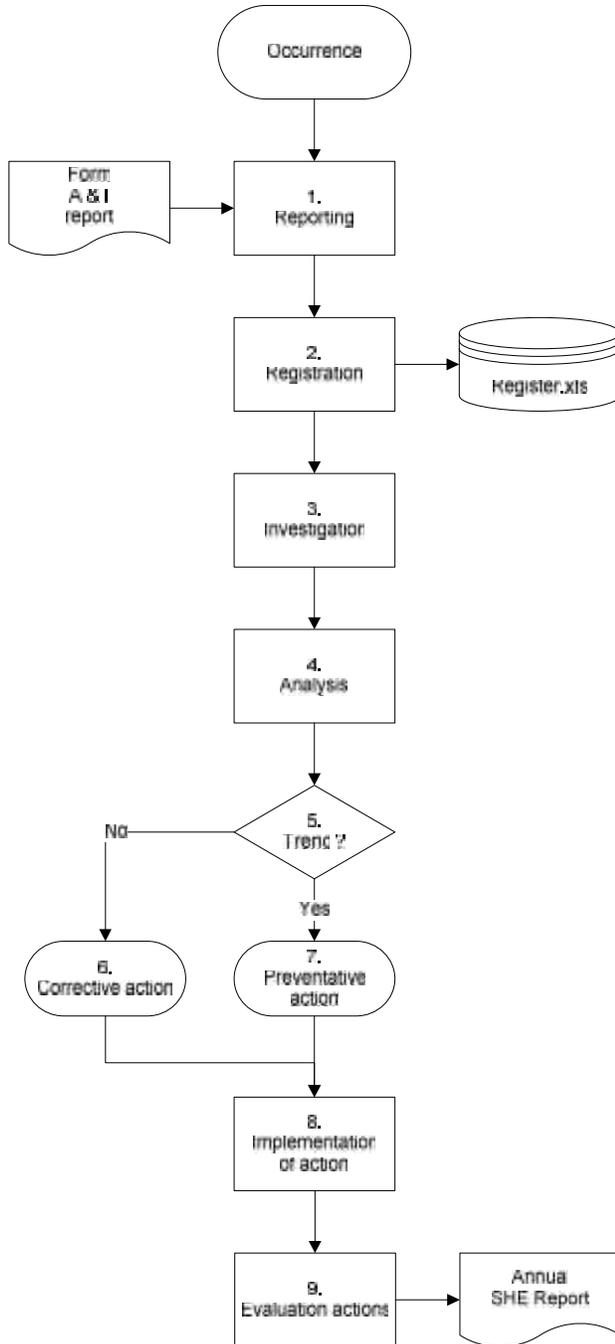
Value Risk	Interpretation
$R \leq 20$	Very limited risk; acceptable
$20 < R \leq 70$	Measures required
$70 < R \leq 200$	Immediate improvement required
$R > 200$	Stop all activities



## 6.2 Work Instruction Accidents & Incidents

### Work instruction: Accidents & Incidents

Work instruction Owner : Supervisor / SHE manager
Revision : 0
Date : 01-06-2006



#### Goal:

Insight into the SHE performance of our company and the gathering of lessons to be learned

#### Definitions:

**LTI:** lost time injury = each lost time injury as a result of an accident occurred during execution of work.

**AWL:** accident without lost time = accident occurred during execution of work without lost time (minor injury).

**RWI:** restricted work incident = accident occurred during execution of work without lost time (minor injury) in restricted resulting work.

**FI:** first aid case = accident occurred during execution of work, work can be resumed after minor medical treatment.

**I:** incident: each near miss / hazardous situation not directly resulting in injury and / or damage.

#### 1. Employee

- reports the occurrence immediately verbal to his supervisor.
- reports the occurrence a.s.a.p. by means of the form Accidents & Incidents to the SHE manager.

#### 2. SHE manager

- registers all reported accidents and incidents in the SHE register: Excel spreadsheet "Register.xls".

#### 3. SHE manager

- investigates the accident / incident
- describes all findings in the accident / incident report

#### Supervisor in charge

- co-operates with SHE manager in order to trace all facts and causes

#### 4. SHE manager / Supervisor in charge

- analyse the occurrence in accordance to the work instruction Failure Analysis.

#### 5. SHE manager / Supervisor in charge

- compare the result of the analyses with the Failure register in order to track down trends in causes.

#### 6. SHE manager / Supervisor in charge

- determine the appropriate corrective action in case no trend was found.
- consult General Manager about steps to be taken for implementation.

#### 7. SHE manager / Supervisor in charge

- determine the appropriate preventative action in case a trend was found.
- consult General Manager about steps to be taken for implementation.

#### 8. SHE Manager / General Manager

- determine the required space for implementation.
- monitor correct implementation of actions

#### All employees

- execute corrective / preventative action within the determined period.

#### 9. SHE Manager

- evaluates the effectiveness of the actions taken.
- describes all actions taken complete with results in the Annual SHE Report.



## 6.3 Work Instruction Failure Analysis

### Work instruction: Failure Analyses

Work instruction Owner : SHE manager	
Revision : 0	
Date : 01-06-2006	

#### Goal:

Insight into the SHE performance of our company, the gathering of lessons to be learned and determining of corrective and preventative actions in order to improve our performance.

#### 1. Employee

- reports by means of the form Accidents & Incidents all
  - \* accidents (LT + AW + AWL + F)
  - \* incidents, near miss and hazardous situations
  - \* damages due to the execution of our work
  - \* improvement proposals

#### SHE manager

- collects information from other sources that can lead to improvement of our own SHE Management System

#### 2. SHE manager

- registers all A&I reports in the failure register.
- registers all notes out of the report workplace inspections and toolboxmeetings in the failure register

#### 3. SHE manager / General manager / Supervisor in charge

- takes immediate corrective action if required.

#### 4. SHE manager

- investigates the occurrence
- describes all findings in the accident & incident report

#### Supervisor in charge

- co-operates with SHE manager in order to trace all facts and causes

#### 5. SHE manager / Supervisor in charge

- analyse the occurrence in accordance to the standard investigation method (appendix 5 b)

#### 6. SHE manager / Supervisor in charge

- compare the result of the analyses with the Failure register in order to track down trends in causes.

#### 7. SHE manager / Supervisor in charge

- determine the appropriate preventative action in case a trend was found.
- consult General Manager about steps to be taken for implementation.

#### 8. SHE Manager / General Manager

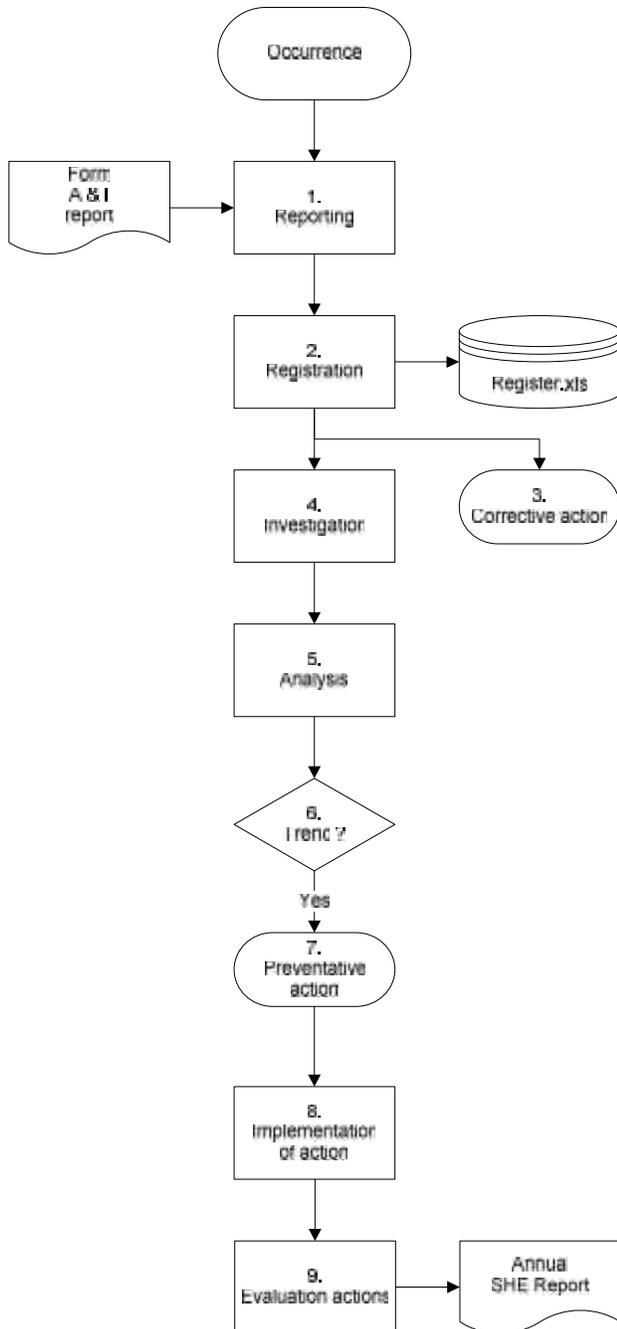
- determine the required space for implementation.
- monitor correct implementation of actions

#### All employees

- execute corrective / preventative action within the determined period.

#### 9. SHE Manager

- evaluates the effectiveness of the actions taken.
- describes all actions taken complete with results in the Annual SHE Report.





## Standard investigation method

The cause of each occurrence is always allocated to at least one of below mentioned main causes in the Failure Register.

In case an occurrence is very complicated the form Fishbone diagram is used to determine the cause(s). The fishbone diagram is a cause- consequence diagram.

Use of the diagram:

The diagram consists of a main arrow pointing from the left to the right.

The point of the main (primary) arrow aims at the occurrence (accident, incident, damage, etc.).

The secondary arrow from each main cause points towards the primary arrow. Thus all facts that have contributed to the occurrence are made visible.

1. Always start from the right.
2. Describe the end result in the occurrence box on the right side of the diagram.
3. Fill in facts, mistakes, etc. on the tertiary arrows that point to the secondary arrows. To which side of the secondary arrow is not important.
4. Determine for each tertiary fact the underlying causes. Point out these causes by means of quaternary arrows.
5. Find out if for each cause found more fundamental causes can be found.
6. Determine the real main cause(s) for the occurrence and determine improvement proposal(s). The proposal are written down at the main cause(s) in a contrasting colour.

Explanation main cause:

Management	Anyone involved with planning, dispatch, organizing, steering and control of job to be performed
People	<p>People in the field. It is looked at:</p> <ul style="list-style-type: none"> <li>- physical properties (constitution, condition)</li> <li>- mental properties (stress durable)</li> <li>- motivation</li> <li>- training and instruction</li> </ul> <p>An employee must be put able</p> <ul style="list-style-type: none"> <li>- to know what is expected of him;</li> <li>- to be able to carry out the task;</li> <li>- to know what is the result of its action;</li> <li>- to master that action: having resources to avoid or repair errors.</li> </ul> <p>If to these conditions are not met, management has been in default.</p>
Machine	Do not look only at the machine or its components, but also towards the des implementation and maintenance.
Method	Working methods and procedures must be understandable and easily feasible. They must be up to date and correct. Also it is looked at to specific procedure for emergency situations.
Auxiliary equipment	These are all products which play a role during the job performance.. By their physic or chemical properties they play a role in the occurrence.
Environment	Temperature, light, humidity degree, etc. can have an effect on the occurrence. Under environment it is also taken along: energy flows and the social aspect the surroundings.
Third party	All employees / machines of third parties (not Mobilift) who have contributed the cause of the occurrence.



## 6.4 Work Instruction Workplace Inspection

Workplace inspections have an ambiguous aim:

- to keep track on the containment of known hazards;
- to discover and to recognise new hazards.

The use of the Workplace Inspection form is based on the standard investigation method as described in paragraph 5.6 of the She manual. The same investigation method is used in case deviations (unwanted occurrences) are noted on the inspection form.

We inspect on main causes of potential incidents.

Explanation main cause:

Management	Anyone involved with planning, dispatch, organizing, steering and control of job to be performed
People	<p>People in the field. It is looked at:</p> <ul style="list-style-type: none"> <li>- physical properties (constitution, condition)</li> <li>- mental properties (stress durable)</li> <li>- motivation</li> <li>- training and instruction</li> </ul> <p>An employee must be put able</p> <ul style="list-style-type: none"> <li>- to know what is expected of him;</li> <li>- to be able to carry out the task;</li> <li>- to know what is the result of its action;</li> <li>- to master that action: having resources to avoid or repair errors.</li> </ul> <p>If to these conditions are not met, management has been in default.</p>
Machine	Do not look only at the machine or its components, but also towards the des implementation and maintenance.
Method	Working methods and procedures must be understandable and easily feasible. They must be up to date and correct. Also it is looked at to specific procedure for emergency situations.
Auxiliary equipment	These are all products which play a role during the job performance.. By their physic or chemical properties they play a role in the occurrence.
Environment	Temperature, light, humidity degree, etc. can have an effect on the occurrence. Under environment it is also taken along: energy flows and the social aspect the surroundings.
Third party	All employees / machines of third parties (not Mobilift) who have contributed the cause of the occurrence.

If all above mentioned main causes are in control during the observation on the job location you only have to fill in “oké”.

However we are looking for improvement opportunities. Therefore keep your eyes open and clear your mind in order to discover new hazards. If we can discover new hazards in time, we probably have prevented incidents. Even if you have the slightest doubt about the level of control of our hazards note them down on the inspection form. Give us a chance to improve.

**Your skill and experience guarantee a correct and sharp workplace inspection !!**