



# **HSE INTEGRATED MANAGEMENT SYSTEM MANUAL & QUALITY POLICY**

## **Quality, Health, Safety & Environmental Integrated Management System Manual**

---

**HAZARD** : An object, physical effect, or condition with potential to harm people property, or the environment or affect the company reputation.

**Incident** : An event or chain of events which has caused or could have cause injury, illness and or damage (loss) to assets, the environment, company reputation or third parties

**Integrated Management system:** The Company structure, responsibilities, practices, procedures system processes and resources for implementing Quality, Health Safety and Environmental management System.

**Interested Parties:** Individual or group concerned or affected by the HSE performance of an organization.

**Near Miss** : Any event, which had the potential to cause injury and /or damage and/or, but was avoided by circumstances.

**Non- Conformance:** A deviation from a requirement specified in the Management System, or an error, which could endanger the safety of people, asset integrity and environment.

**Practice** : Accepted methods or mean to accomplish any stated task.

**Procedure** : A procedure is a written description showing how specific should be accomplished.

**Program** : A program is a management tool to meet as established objective, which is less comprehensive than a system. It is composed of two steps, planning and implementation. It usually addresses issues which have either limited scope or limited time frame.

**HSE Audit** : An independent, systematic and documented process objectively evaluating and obtaining verifiable evidence to determine:



- Whether the Integrated Management system is implemented effectively
- Whether the Integrated management System and its results conform to the HSE Audit Criteria.
- Whether the system is suitable to achieve the Quality, health, Safety and environmental Policy and Objectives.

**HSE IMS** : Quality, Health, Safety and Environmental Integrated Management System

**HSE Policy** : A statement endorsed by the top management for the intention principles of actions regarding Quality, Health, Safety.

### **QUALITY, HEALTH, SAFETY and ENVIRONMENT POLICY**

BERGE Top Management considers the Safety and health of people and the protection of environment as the key factor while meeting its strategic objectives to increase the standard level and quality of its supplied products and services in order to satisfy the customer needs in the field of BERGE CONSTRUCTIONS.

BERGE is committed to the continual improvement for its Quality, Health, Safety and Environmental performance and to protect the environment and the associated health and safety of its employees, its customers, its suppliers, and the public. Our objectives are to provide high quality products and prevent incidents, accidents, injuries, illnesses, environmental impacts.

BERGE is committed to comply with the applicable local and federal regulations, customer requirements and to maintain a safe and pollution-free operating practice that complies with the applicable Qatari legal and other client requirements.

BERGE Management is committed for the achievement of the above mentioned policy through the achievement of the above mentioned policy through the achievement of the following HSE goals.

- Provide and maintain safe environmental and health working conditions for all our employees, who are the company's most important asset, as well as maintaining a clean environment.



- Providing appropriate tools, equipment, operational processes and safe system of work covering all our activities and supporting reasonable to achieve success.
- Establishing a constructive relationship with our customers, suppliers and contractors and enhance their performance as they are important in achieving our HSE aims.
- Where there are risk to safety, health and environment, Aspects need to be assessed under specific duty or regulations. We will ensure that our assessments
- are carried out and that all actions shown to be necessary will be implemented. We plan to minimize the health & safety .
- Risk and environmental impacts created by work activities, products and services by organizing ourselves in a way that secures involvement and participation at all levels.
- Appropriate objectives and targets are established and HSE management programs are formulated. The progress and effectiveness of the HSE management programs is regularly monitored and improved and evaluated to the HSE indicators.
- BERGE communicates this policy to all employees through training and daily management activities, both to ensure their understanding and to ensure that policy is properly upheld. Our policy is made available to relevant interested parties upon request.

It is the responsibility of personnel from senior to all members of BERGE CONSTRUCTIONS to commit themselves fully to the goals of the HSE policy; to follow procedures and instructions at all times and to take the necessary precautions and provide appropriate levels of safety to protect themselves, their colleagues, contractors, visitors, company assets.

This policy is periodically reviewed by HSE – MR in compliance with the implemented IMS

**HE Sheikh Dr Jassim Bin Nasir Bin Jassim Bin Mohamed Al Thani**

**Chairman; BERGE CONSTRUCTIONS WLL**

## **Quality, Health, Safety & Environmental Integrated Management System Manual**

### **POLICY IMPLEMENTATION**

#### **HSE POLICY**

#### **ISO 9001:2008(5.1, 5.3, 8.5.1), OHSAS 18001:2007 (4.2) and ISO 14001: 2004 (4.2),**

The following measures will be taken to ensure the policy and objectives of the integrated management System are understood and maintained at all levels within BERGE CONSTRUCTIONS WLL

- All existing new employees will be provided induction on Quality, Health, Safety & Environment Policy Statement and the requirement of the Integrated management System documents
- Routine Internal Quality, Health, safety & Environment audits will be conducted to ensure staff adherence to the documented integrated management System requirements.
- The Quality, Health, safety & Environment policy statement is visually displayed in the BERGE CONSTRUCTIONS WLL offices and will be available to the interested parties and to the public.

#### **Responsibility and Authority**

The Company manages its activities and services through a clear function, departmental responsibilities and authorities.

Functions and their interrelations within BERGE, including the responsibility and authority of those Company personnel who manage its activities are defined and documented in the Integrated Management System Organization Profile.

The ultimate responsibility for Quality, Health, Safety and Environmental management with-in BERGE rest with The General Manager. The company Organizations Chart shows the inter- relationship of positions and functions within BERGE and the path of responsibility and authority in relations to be the integrated Management System.

Job descriptions are issued to all concerned personnel and maintained in the job descriptions file.

These are available for review at BERGE premises.

Procedures together with job description of personnel addresses issues related to Quality, Health, Safety and Environmental matters such as:

- Initiating action to prevent the occurrence of any non- conformity related to the process and the Integrated Management Systems;
- Identifying and recording all construction, process and IMS problems;
- Initiating recommendations or providing solutions through designated channels;
- Verifying the implementation of solutions
- Controlling the non- confirming activities until the deficiency or unsatisfactory condition has been corrected.

The Senior management must provide strong visible leadership and commitment and ensure that, its commitment is translated into the necessary resources to develop, operate and maintain the IMS and to attain the Policy and Strategic Objectives. Management will ensure that full account is taken of HSE Policy requirements and should provide support for actions taken to enhance/ improve the management of Quality, Health, Safety and Environment. BERGE must create and sustain a culture that supports the IMS based on:

- Belief in BERGE desire to improve it's HSE performance;
- Motivating the employees to improve their personal HSE performance;
- Acceptance of individual responsibility and accountability for HSE performance;
- Participation and involvement at all levels in the development of Integrated Management Systems;
- Commitment to fulfill the requirements of Integrated Management System and its continual improvement.

**Apart from specific responsibilities, all BERGE staffs are required to:**

- Maintain a current knowledge of all Quality, Health, Safety, and Environmental matters relevant to their position;
- Carry our daily task according to the defined procedures
- Initiate action to prevent any non- conformance occurrence in the Integrated management System, business processes and project activities;
- Identify and record the non- conformance when problems do occur;
- Recommend, initiate, or provide solutions through the management Representative and/or the departmental heads;
- Assist the Management Representative in verifying the implementation of solutions;
- Procedure records as required by the Integrated Management System
- Contribute to the continual review and improvement of the Integrated management System

**For details refer to:**

- Company Organization Chart
- Integrated Management System Organization Profile

**1.1 General Manager**

- Acts as the highest level of Authority in Quality, Health, Safety and Environment related matters. He shall demonstrate commitment by authorizing necessary HSE resources to ensure that Integrated Management System is in place;
- .Authorizes and endorses the Quality, Health, Safety, and Environmental policy statement and objectives;
- Nominates the Asst. General manager(AGM)
- In The absence of the General Manager an appointed Manager shall assumes his responsibilities and duties.

**1.2 Management Representative**

Top Management appoints the Management Representative for HSE. MR's responsibilities and authorities are related to:

- Drafting, maintaining, authorizing and distributing IMS documentations related to Quality, Health, Safety and Environmental affairs and administering the continual review of the system;
- Handling request for continual improvement, client's complaints, consultants non-conformance reports;
- Ensuring that processes needed for the IMS are established, implemented & maintained;

### **Quality, Health, Safety & Environmental Integrated Management System Manual**

- Ensures the promotions of awareness of customer requirements throughout the organization;
- Preparing for the Management review Meetings in co-operation with the Departmental Heads and the Project managers
- He is accountable to the General Manager for monitoring and reporting the progress of IMS implementation, Company HSE Statistics and all health, safety, environmental and Quality matters;
- Ensures that all staff is aware of their responsibilities in the area of Quality, Health, safety & Environment;
- Ensures the commitment of staff to the adherence of HSE Policy statement and the content IMS
- In the absence of the Management Representative the Gm shall appoint a replacement

### **Quality, Health, Safety & Environmental Integrated Management System Manual**

#### **2. Human Resource**

#### **ISO 9001:2008 (5.5.1, 5.5.2, 6.1, 6.2), OHSAS 18001:2007(4.4.2)**

#### **ISO 14001:2004(4.4.2)**

The management of BERGE CONSTRUCTIONS WLL identifies and provides the resources required for the Integrated Management System performance, verification and monitoring activities which are assigned to suitably qualified or trained staff only to implement the Integrated Management System and to achieve the policy & objectives requirements as well as to satisfy the client's needs and expectations.

The General Manager and Department heads are responsible to ensure that adequately trained personnel are assigned to manage, perform and verify the elements of work affecting quality of construction and services provided to the clients





Adequacy of resources including trained personnel and equipment with regard to meeting the clients HSE requirements are being reviewed periodically during the Management review and the necessary actions are taken.

Resource needs are also reviewed during Tendering Process and post contract period.

### **Training, Awareness and Competence**

BERGE must have absolute confidence that, a staff performing a task is trained to do so. Documented procedures are established to ensure that all relevant employees are aware of the requirements of the organization over all management systems and related standards (e.g **ISO 9001;2008, OHSAS 1800:2007 and ISO 140001:2004 standards, BS, ASTM, Qatari Standards etc.**)

#### **Training**

Training needs are identified and appropriate training is provided to all people whose activities are relevant to integrated management System. The Management Representative in coordination with the departmental heads and the Project Managers ensures that training needs of the personnel are assessed and appropriate training is organized to meet the requirements.

#### **Awareness**

Training includes understanding about the HSE implications of the concerned person's activities, requirements of the IMS relevant to them and emergency preparedness, response. The Company

Ensures that personnel are aware of the relevance, importance and HSE aspects of their activities and verifies their understanding on how they contribute to the achievement of the Objectives & Targets.

#### **Competence**

**BERGE** ensures that, only the persons having required education, training and experience carry out activities that are HSE significant. Records of such training and achievement must be kept.

For details refer to: HUMAN RESOURCES STANDARD PROCEDURE (P-HR)

## **Quality, Health, Safety & Environmental Integrated Management System Manual**

---

### **3. Infrastructure**

**ISO 9001:2008 (6.3, 6.4, 6.7), OHSAS 18001: 2007 (4.4.1)**

**ISO 14001:2004 (4.4.1)**

The management of BERGE CONSTRUCTIONS determines, provides and maintains the infrastructure needed to achieve conformity to construction requirements.

BERGE has defined the infrastructure necessary for achieving effective and efficient construction realization while considering the needs and expectations of interested parties and its process include the following:

- a) Provision of an infrastructure defined in terms such as objectives, function performance, cost, safety, security and renewal;
- b) Development and implementation of maintenance methods to ensure that the infrastructure continues to meet the organizations needs; these methods consider the type and frequency of maintenance and verification of operation of each infrastructure element, based on its criticality and usage;
- c) Evaluation of the infrastructure against the needs and expectations of interested parties;
- d) Consideration of environmental issues associated with infrastructure, such as conservation, pollution, waste and recycling

### **4. Work Environment**

The Management of Ivory has determined and manages the work environment needed to achieve conformity to construction requirement.

BERGE ensures that the work environment has a positive influence on motivation, satisfaction and performance of people in order to enhance the performance of the organization. The creation of a suitable work environment, as a combination of human and physical factors, includes the following:

- a) Creative work methods and opportunities for greater involvement to realize the potential of people in the organization;
- b) Safety rules guidance, including the use of protective equipment
- c) Ergonomic



- d) Workplace Location
- e) Social Interaction
- f) Facilities for people in the organization
- g) Controlling the effects of Heat, humidity, light, airflow
- h) Hygiene, cleanliness, noise, vibration and pollution control

## **Quality, Health, Safety & Environmental Integrated Management System Manual**

### **SECTION FOUR- INTEGRATED MANAGEMENT SYSTEM PLANNING**

#### **1. Management Commitment**

##### **ISO 9001:2008 (5.1), OHSAS 18001:2007 (4.6) ISO 14001:2004(4.6)**

The successful implementation of an Integrated HSE IMS requires commitment at each level of an organization. The management of BERGE demonstrates total commitment to the HSE Integrated Management System and ensures, adequate and trained resources are assigned to tasks.

The Management continually reviews the effectiveness of the Integrated Management System to facilitate continual improvement by.

- 1.1 Communicating to the members of the Organizations about the importance of meeting Customer, HSE issues as well as regulatory and legal requirements through training sessions conducted by the MR and / or HSE Coordinator,
- 1.2 Establishing and reviewing the HSE Policy
- 1.3 Ensuring that HSE Measurements & HSE Objectives are established and monitored
- 1.4 Conducting Management Reviews periodically
- 1.5 Ensuring availability of necessary resources

#### **2. Planning for Hazard & Aspects Identification, Risk Assessment & Control**

##### **ISO 9001: 2008 (5.2, 7.2.1, 7.2.2) OHSAS 18001: 2007 (4.3.1) ISO 14001: 2004 (4.3.1)**

BERGE established, implements and maintaining a documents procedures to identify the Health & Safety aspects including Occupational Health & Safety Hazards,

the Environmental Aspects and beneficial effects of its Activities, Construction and Services that in can control and over which is expected to have an influence, taking into account at the planned or new development, or new modified activities in order to determine those which can have Significant Impacts on People and Environment.

The purpose of this procedure is to establish guidelines and assign the responsibility for carrying out the HSE Hazard/ Aspect Identification and Risk/impact Assessment. This shall ensure the appropriate methodology is adopted:

- 2.1 To identify HSE hazards/aspect related to the activities, constructions and services
- 2.2 To determine the risk/impact associated with the identified hazards/aspect;
- 2.3 To indicate the level of risk. Impacts related to each hazard/aspect;
- 2.4 To identify and implement any control measures

### **Quality, Health, Safety & Environmental Integrated Management System Manual**

The Management of the Company defines the Health, safety & Environmental Protection Objectives and Targets based on these aspects related to the Significant of Safety Risks and Environmental Impacts. The HSE Objectives have been documented and communicate to all company departments/personnel.

The Management is keeping this information up – to- date according to the specific requirements of the Projects/Contracts.

For details refer to:

ENVIRONMENTAL ASPECT/IMPACT PROCEDURE (P-EAI)

RISK ASSESSMENT PROCEDURE (P-RA)

### **3. Legal and Other Requirements**

#### **ISO 9001:2008 (5.2, 7.2.1) OHSAS 18001:2007 (4.3.2) ISO 14001:2004 (4.3.2)**

It is a prime consideration of BERGE and has established a documented procedure to ensure all applicable national and international laws and regulations are strictly followed and complied with.

The Management Representative is responsible for gathering relevant information and details regarding other requirements applicable to HSE aspect of BERGE from local & federal governmental agencies as well as international agencies or society and compiling them. He is also responsible to arrange translation (wherever required) of such

documents received into the commonly readable language and communicate to all relevant function & levels of the organization.

The Management Representative will maintain a list of applicable HSE requirements in the “Registers of Legislation” and The List of External Origin Documents”.

Whenever there are any changes/revisions in these requirements the MR will ensure that the updated information is made available to BERGE and it’s transferred to all relevant personnel.

#### **4. Objectives and Targets**

##### **ISO 9001:2008(5.4.1, 5.4.2), OHSAS 18001: 2007(4.3.3) ISO 14001:2004 (4.3.3)**

BERGE established a set objectives and targets to enable and prove to be continually improving HSE performance. The management representative in consultation with the Department/Project Managers shall establish the HSE objectives and targets; this shall be done on a yearly basis. Based on the customer requirements, Identification & Evaluation of HSE Aspects/ Impacts and Risk Assessment, all significant environmental aspects and high grade of associated risk are considered to set.

##### **Quality, Health, Safety & Environmental Integrated Management System Manual**

The Following inputs will be considered for setting objectives:

- HSE Policy
- Legal and other requirements
- Customer Requirements
- List of significant HSE aspects/ hazards and risk
- Views of interested parties
- Operational and business requirements
- Financial and technological options

The General Manager shall approve the objectives & targets. Persons responsible for achieving the targets will plan their activities to make sure those objectives and targets are met.

## 5. HSE Management Programs

### **ISO 9001:2008(5.4.1, 5.4.2), OHSAS 18001: 2007(4.3.3) ISO 14001:2004 (4.3.3)**

The management programs are key element to the successful achievement of the overall objectives & targets.

The Management representative in consultation with the Department Heads shall establish programs for achieving objectives and targets. These are reviewed and approved by the General Manager within the first quarter of every year.

The program shall address all the HSE objectives and indicate targets set to achieve each objective and responsibility in order to achieve the targets within the time frame.

The concerned Department Head shall review the program in case of any significant change in the operation. Subsequently, the Management Representative makes the necessary changes to the program after review. For details refer to: OBJECTIVES AND MEASURING PROCEDURE (P-ObjM)

### **Quality, Health, Safety & Environmental Integrated Management System Manual**

## **SECTION FIVE- HSE MANAGEMENT SYSTEM IMPLEMENTATION & OPERATION**

### **1. Communication and Consultation**

### **ISO 9001:2008(7.2.3), OHSAS 18001:2007 (.4.3) ISO 14001:2004 (4.4.3)**

#### **Internal Communication**

Internal Communication consists of flow of information between the management and employees of BERGE to ensure that all levels and functions are aware of the HSE Policy, objectives, and relevant requirements of the Integrated Management System. It also ensures that the views and suggestion on HSE performance, aspects and impacts/hazards identified by the employees reach to the management; Heads of Departments and management Representative are responsible for the effective communication among all levels within.

#### **There are two forms of communications:**

1. **Written** – generally in the form of reports, memos, instructions, rules, posters, etc. This form of communication has the advantage of being permanent and conveys a message for an indefinite period time.
2. **Verbal** – generally in the form of instructions or advice, where these instructions or advice are of particular importance, it is essential that they are backed in writing.

Posters and leaflets can serve a specific purpose as part of planned HSE campaign, provided they are carefully selected for their target audience and that the message they convey is important, believable and positive.

In addition, Safety Committee which is composed Of the General Manager, MR, Departmental heads is an effective internal communication of HSE information between various levels and functions of the company.

### **External Communication**

The Management Representative, who is responsible for communicating the contents to the top management and relevant personnel, will do all communications relevant to HSE aspects of **BERGE** to & from external sources. Communications received verbally, internet or by telephone will be logged.

Based on the evaluation of HSE hazards and aspects, the management decides to communicate externally about their significant environmental aspects and this decision is documented. **BERGE** establish a method of communication with interested parties.

### **Participation and Consultation**

The organization established and maintains a procedure to ensure the participation of workers by their involvement in hazard identification, risk assessment and risk control through regular workshops and meetings with supervisors/line managers. The employees are involved in incident investigation and regular review of policy and objectives through their supervisors at all locations. Where there is any changes that affect their OH&S or there is any OH &S matters, the employees will be consulted to ensure the proper identification, monitoring and control of HSE. Contractors will be consulted if there is any change that affects their HSE.

## 2 .Customer Communication

**BERGE** has determined and implements effective arrangements for communicating with customers in relation to:

- a) Construction Information
- b) Enquiries, contracts or order handling, including amendments and
- c) Customer feedback, including customer complaints,” Customer Satisfaction Questionnaire” is sent annually to the Client Representative in order to get the feedback necessary for the

**Performance Evaluation.** The received date is analyzed to the MR and HSE Coordinator and a Report is submitted to the General Manager. Appropriate Actions shall be taken in coordination with the Department Heads.

**BERGE** has defined processes for communicating effectively and efficiently with its customers and other interested parties. **BERGE** implements and maintains processes to ensure adequate understanding of the needs and expectations of its interested parties, and translating into requirements of the organization. These process include identification and review of relevant information and actively involve with customers and other interested parties. Examples of relevant process information include;

- a) Requirements of the customer or other interested parties
- b) Market research, including sector and end –user data
- c) Contract requirements
- d) Competitor analysis
- e) Benchmarking analysis, and
- f) Processes due to statutory or regulatory requirements.

The company has developed a system for handling customer inquiries, feedback and complaints. Customer complaints are handled through corrective / preventive actions procedures and these are reviewed periodically in management review meetings.

All concerned personnel are qualified and experienced and have in –depth knowledge of services to satisfy any customer query.

## 3. Review of Customer Requirements





All enquiries and tenders/contracts are reviewed to ensure that the required level of service can be provided in all respects.

Amendment to contract with Clients is processed by the manager in charge and correctly transferred to functions concerned within the company.

For details refer to: STANDARD PROCEDURES (P-CM), (P-LOR), (P-MR) (P-Emr)

#### **4. Procurement**

##### **ISO 9001:2008 (7.4), OHSAS 18001: 2007 (4.4.6) ISO 14001:2004 (4.4.6)**

The quality of BERGE CONSTRUCTIONS and services may be affected by the quality of constructions/services provided by suppliers. To safeguard business interest, it is necessary to control the supply/procurement process.

In order to control purchasing , BERGE established and maintains a documented procedures to ensures that the terms of procurement clearly describe what is required and ensures it has purchased from supplier/ subcontractor, which has been previously selected and regularly evaluated.

The purchasing control process is also taking into consideration of the identifiable significant Health & Safety & Environmental Protection, Risk/Impacts of goods and services used by the Company and communicating relevant procedures and requirements to Suppliers and Sub Contractors of Work.

Suppliers, contractors and sub- contractors will be assessed for their ability to meet the agreed HSE IMS requirements.

For details refer to:

STANDARD PROCEDURE (P-Prc): PROCUREMENT AND SUPPLIER EVALUATION

#### **5. Operational Control**

### **ISO 9001:2008(7), OHSAS 18001:2007 (4.4.6)ISO 14001: 2004 (4.4.6)**

All activities that affect the HSE Management System are planned and controlled via written management system documents, which contain enough information so that staff can perform a task correctly under normal or abnormal operating conditions including emergency situations.

Equipment having a direct on the HSE IMS is properly maintained in order to ensure integrity of its process capability.

Documented Procedures have been established related to the identified significant HSE aspects/risk of the company's activities, construction and services and these are communicated to suppliers/ contractors.

- **BERGE** is controlling their operations through
- The availability of information that specifies the characteristics of the Services
- The availability of Operating Procedures/ Work Instruction, where necessary,
- The use and maintenance of suitable equipment for all operations,
- The identifications, monitoring and controlling of 'safety critical parameters' for all safety critical activities and Processes
- The availability and use of measuring and monitoring devices
- The implementation of monitoring activities
- The implementation of defined processes for release, delivery and applicable post-delivery activities.

Where the appropriate, equipment shall be identified by a unique identification number to assure Traceability. The Projects & construction engineer shall be responsible for maintaining the identification number on each piece of equipment.

All equipment shall be subject to Receiving inspection and, if necessary, to Calibration/Maintenance procedures.

Only Equipment, which has been authorized for use by the appropriate Department Head shall be used in the relevant Processes.

## **Quality, Health, Safety & Environmental Integrated Management System Manual**

---

Where Contract requirements differ from the existing HSE System, the Department Head shall ensure that an appropriate HSE Plan is prepared and implemented.

The Department Heads ensure that only suitably trained personnel operate the concerned Equipment that appropriate documents are available for reference.

For special process the Department Heads shall ensure that only suitably trained high qualified personnel operate the concerned Equipment and usage of best available materials and that appropriate documents are available for reference.

All Non Conformances shall be reported to the Department Head immediately and Corrective Action implemented. Non Conformance and consequent Corrective Action shall be recorded on a NON CONFORMITY REPORT (NCR) which shall be copied to the Project file.

Complete operational records shall be maintained in the Project files specific to each Client Project. Project Files shall be uniquely numbered and be identified on each PROJECT MASTER LIST. It shall include copies of all correspondence related to the project, including written summaries of verbal communication, copy of CONTRACT SUMMARY, list of all client supplied material, copy of all drawings and copy of relevant delivery and dispatch notes and a copy of all relevant Invoices. Samples are also identified in order to ensure the Traceability.

The Status of the Construction (Service) is identified too, with respect to Measurement and Monitoring requirements.

For details refer to:  
OPERATION PROCEDURE (P-OP)

### **6. Emergency Preparedness and Response**

**ISO 9001:2008 (8.3), OHSAS 18001: 2007 (4.4.7) ISO 14001:2004 (4.4.7)**



**BERGE** has established a documented procedure for ensuring that it has response plans in place to respond at any time of accidents, emergency and hazardous situation involved in its operations based on Zone Analysis is and for Preventing and

Maintaining the Environmental Impacts as well as the Consequences of health & Safety Risk that may be associated with them. This includes an “Emergency response Plan” too.

The Objective of the Emergency Preparedness is to ensure Effective response to Emergency situations by specific Planning and Training.

The Engineers, Supervisors & Technicians have the obligations to comply with the rules for safety of the Company when they perform works on Company’s Site.

PPE (Personnel Protection Equipment) is mandatory while performing Risky jobs. The safety Officers shall ensure that all required equipment are available & operational.

In order to ensure that the Company Personnel are fully prepared to take appropriate response actions for all identified emergency situations, the response actions will be practiced at periodic intervals.

Emergency response drills and exercise are conducted at regular intervals to ensure applicability of the emergency response plans and the readiness of all Company’s personnel. Drills and exercise reports are documented and recorded.

Management reviews and revises, where necessary its Emergency Preparedness and Response procedures, in particular, after the occurrence of any emergency situations, The management will also periodically test such as procedures where practicable.