



**DEBYL LIMITED**

**HSES AND COMMUNITY AFFAIRS  
MANAGEMENT**

# DEBYL LIMITED

## CORPORATE HSE MANUAL

3 <sup>RD</sup> REVIEW	REVIEWED BY	APPROVED BY
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# DEBYL LIMITED 2005

## HSE POLICY

**DEBYL LIMITED** has a policy that its business will be organized, planned and executed in such a manner as to:

- ❖ Protect and promote the health of the workforce as well as to conduct all activities in such a manner not to adversely affect any third party.
- ❖ Avoid injury to all workers, subcontractors, and third parties that are either involved in or are affected by DEBYL LIMITED activities.
- ❖ Minimize the impact on the environment in which we operate.
- ❖ Observe our clients' HSE rules and regulations and ensure that the clients' HSE objectives are achieved.

Every DEBYL LIMITED employee must perform his or her activities in accordance with the HSE policy. Any activity, which the employee believes cannot be carried out in accordance with the policy, must be suspended and reported immediately to his supervisor.

.....  
**ADEYANJU O.**  
Managing Director

.....  
**DATE**

# **DEBYL LIMITED**

## **QUALITY ASSURANCE POLICY**

DEBYL LIMITED has a policy that its business will be organized, planned and executed in such a manner as to:

- ❖ Plan, procure, inspect, test, document and conduct all activities and functions concerned with the attainment of quality.
- ❖ Not to sacrifice QUALITY in order to met an unreasonable time schedule or target.
- ❖ To supply accurate data and information for audit.
- ❖ To implement, operate and maintain a quality assurance system in compliance with the requirements of BS.5750 Pt I IS 09001 and other International codes.
- ❖ For fully implementation of Non Conformance Report (NCR) and Corrective Action Report (CAR) for close out.
- ❖ Adhere to our client's quality standards in executing all projects.

.....  
**ADEYANJU O.**  
Managing Director

.....  
**DATE**

# DEBYL LIMITED

## ALCOHOL & DRUG POLICY

In DEBYL LIMITED, we place much emphasis on the alcohol and drug control to go in line with our health policy.

- ❖ It is an offence for any employee of DEBYL LIMITED to be under the influence of alcohol or in possession of, or under the influence of any non-prescription drug such as: cocaine, amphetamine (speed), marijuana, hashish or other illegal alcohol/drugs on any job site.
- ❖ Being under the influence of performance enhancing drugs and alcohol contravenes the company's policy and as such may be seen as a misconduct, which could lead to termination of appointment immediately.
- ❖ The company shall not allow, use, possess, exchange, distribute or sell drugs/alcohol I the company premises/sites.
- ❖ Only qualified medical practitioners (Doctors and/or Nurses if need be ) are authorized to administer drugs to workers. Only approved list for First Aid is allowed on site unless a Doctor or Nurses is attached to the site.
- ❖ Record of administered drugs, to whom and for what purpose including the dated such drugs was given.

.....  
**ADEYANJU O.**  
Managing Director

.....  
**DATE**

# **DEBYL LIMITED**

## **COMMUNITY AFFAIRS POLICY**

Our operations/activities are always being carried out in foreign environment and we have always been guests of the inhabitants of these communities. In order to have a disturbance free environment, we shall institute a healthy mutual relationship with our host communities. It is therefore the policy of DEBYL to:

- ❖ Respect the cultural, social and religious beliefs of host communities.
- ❖ In possible situations, involve the communities in the execution of the project by giving the supplies for materials needed for the job.
- ❖ Honor invitation to attend community's festival ceremonies and be punctual to attend meetings.
- ❖ In case of any communal disturbance, as quickly as possible, DEBYL community relation officer and the project engineer should be informed of the situation by the site safety officer/foreman.
- ❖ The public relations officer (PRO) shall proceed immediately to the location to determine the grievance of the community.
- ❖ If the issue is within his authority to resolve the PRO shall contact project engineer and CLO and inform them of the development.
- ❖ CLO shall proceed to site and jointly with the PRO hold discussion with the community.
- ❖ If PRO & CLO are able to resolve the issue, normal operations resume otherwise the procedure for managing community disturbances should be followed.
- ❖ To always use dialogue to resolve issues.
- ❖ Meet with community leaders to inform them of project, waste, and hire youths of host community in project execution.

.....  
**ADEYANJU O.**  
Managing Director

.....  
**DATE**

# **DEBYL LIMITED**

## **SECURITY POLICY**

Due to the high rate of insecurity at work sites and the country in general, DEBYL LIMITED has a policy that:

- ❖ Work shall not commence any day unless the site is certified SAFE and any risk associated with work taken care of.
- ❖ All MONTHLY STAFF shall be provided with identity cards.
- ❖ Only visitors with proper identification shall be allowed entry to the work site.
- ❖ Visitors' register shall be maintained at work sites.
- ❖ Security men to ensure that materials/equipment movements in and out of site are authorized shall inspect tall vehicles entering and departing from the site.
- ❖ All personnel should be security alert at all times.

.....  
**ADEYANJU O.**  
Managing Director

.....  
**DATE**

# **HSE ORGANIGRAM**

## **CHART**

## **KEY PERSONNEL RESPONSIBILITIES**

Below are the responsibilities of the following:

### **3.1 MANAGING DIRECTOR**

- ❖ The formulation of company's HSE policy
- ❖ Update of the existing policy with our client's requirements.
- ❖ Provision of funds for HSE affairs.
- ❖ Development of HSE incentives.
- ❖ Set up HSE targets and ensure strict compliance/implementations.
- ❖ Initiate site audits for control against laxity and inefficiency.
- ❖ Monitor the returns from all sections.

### **3.2 GENERAL MANAGER**

- ❖ Take over company affairs in the absence of the Managing Director.
- ❖ Take charge of the general planning and actual execution of the project.
- ❖ Liaise with client and statutory bodies.
- ❖ Actualize the project HSE audits.

### **3.3 PROJECT MANAGER**

- ❖ Ensure correct issuance of protective personal equipment.
- ❖ Lead accidents investigation.
- ❖ Develop and implement plans and follow-up procedures.
- ❖ Co-ordinate all HSE management instruction and give appropriate directives.
- ❖ Audit site HSE management in line with established hazard management system.

- ❖ Attend sites HSE meetings and persuade management to respond to the site needs.
- ❖ Draft company quality assurance policy and ensure that materials and work meets required standard.

### **3.4 HSE ADVISER/CO-ORDINATOR**

- ❖ Liaise between top management and site safety officers.
- ❖ Draft Company's HSE review and forward it to the managing director for approval.
- ❖ Organize site HSE inspection/audits
- ❖ Carry out scheduled and unscheduled inspections of site HSE proceedings.
- ❖ Has leading role in accident investigation.
- ❖ Liaise with client HSE department to update information on overall HSE operations.

### **3.5 SITE ENGINEER/SITE SUPERVISOR**

- ❖ Day to day execution of the project.
- ❖ Liaise with host community.
- ❖ Lead organized site safety audits.
- ❖ Enforce the use of PPE.
- ❖ Investigate accidents/near misses together with the safety officer.
- ❖ Head site HSE meetings.

### **3.6 PUBLIC RELATION OFFICER (PRO)**

- ❖ Report to the Project manager.
- ❖ Head the administrative powerhouse of the site.
- ❖ Be responsible for site security/safety organization and discipline.

- ❖ Join in accident investigation.
- ❖ Advise site management on emergency situations.
- ❖ To liaise with company in relation to community/public affairs.

### **3.7 HSE OFFICER**

- ❖ Monitor and ensure strict compliance to all HSE procedures.
- ❖ Make requisition for all PPE's, issue and keep records.
- ❖ Review HSE performance with management.
- ❖ Keep statistics and records of HSE performances.
- ❖ Lead in site drive to promote HSE awareness and accident prevention plans.
- ❖ Participate in the investigation of accidents, near misses, LTI etc.
- ❖ Carry out hazards management audits.
- ❖ Be directly responsible to the Site engineer.
- ❖ Liaise with the Project Manager and Site Engineers to establish in door HSE training
- ❖ Maintain a regular u-date of Hazard Management forms and registers and forward copies to the client, and the project engineer in charge.
- ❖ Play an advisory role in community affairs and record proceedings.
- ❖ Represent the company in all HSE matters monitoring safety and security progress and make recommendations to line management.
- ❖ Educate workers on required HSE standard and behavioral disposition at work site.
- ❖ Champion daily-decentralized toolbox meetings.

### **3.8 HSE ASSISTANT**

- ❖ Be responsible to the HSE officer.

- ❖ Carry out assignments or duties as directed by the HSE officer.
- ❖ Record the minutes of daily toolbox and site HSE meetings.
- ❖ Publicize all meetings.
- ❖ Join in regular site inspection and submit reports to HSE officer.
- ❖ Maintain good and regular housekeeping at the site and in office/site camps.

### **3.9. NURSE/FIRST AID PERSONNEL**

- ❖ Render immediate and adequate treatment to sustain life.
- ❖ Assess the situation of the victim and arrive at a diagnosis.
- ❖ Co-ordinate with HSE officer to transfer a casualty to the clinic if need be.
- ❖ Issue hospital request form to sick workers on the approval of the site engineer.
- ❖ Record the dispensation of drugs and treatment of injuries.

### **3.10. SKILLED/UNSKILLED WORKERS**

- ❖ Understand and obey all recommended HSE procedures.
- ❖ Participate actively in HSE meetings and Tool Box briefings.
- ❖ Make necessary suggestions to aid management in developing sound corporate HSE policies.

## **4. HSE TARGETS 2005**

The following key indicators shall be used to monitor our HSE performance in 2005.

S/N	PERFORMANCE INDICATOR	TARGET/CEILING
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1	FATALITY	0
2	LOST TIME INJURY (L.T.I)	0
3	SECURITY INCIDENT	0
4	EPIDEMIC INCIDENT	0
5	EMERGENCY RESPONSE DRILL/MONTH	1
6	IMPACT OF OUR OPERATION ON THE ENVIRONMENT	MINMAL
7	RELATIONSHIP WITH HOST COMMUNITY	CORDIAL
8	ROAD TRAFFIC ACCIDENT/INCIDENT(RTA/RTI)	0
9	MONTHLY HAZARD MANAGEMENT RETURNS/SITE	25
10	HAZARD ANALYSIS	1
11	NEARMISS REPORTING/MONTH	4
12	HSE MEETING/MONTH	1
13	HSE TRAINING	2
14	ENVIRONMENTAL PROBLEM	0
15	IN-HOUSE HSE AUDIT/EVERY THREE MONTHS	1
16	COMMUNITY DISTURBANCE	4
17	LTI-FREE MAN-HOURS	832000

## 5. HSE PLAN 2005

**DEBYL LIMITED** sets out specific objectives, strategies and targets to ensure safe operations. Operations activities are planned and executed in accordance to government and safety standards and procedures.

- ❖ To maintain zero accident
- ❖ To prevent arson and check each other on security awareness

- ❖ Towards safe protection of company properties and that of clients
- ❖ Ensure that all employees are medically fit.
- ❖ To preserve the environment in which we operate.

## **KEY OBJECTIVES**

- ❖ Motivate and glued employees through HSE plan to ensure that safety performance exceeds that of 2005.
- ❖ Disseminate all safety information to personnel and sub-contractors
- ❖ Appraise competence level of personnel.
- ❖ Improve community relationship interaction to check outmost result in 2005.

## **6. CHECKLISTS**

To insure that our daily activities will not be interrupted by any of the community and the client requirements we shall follow a checklist on safety, security and construction, with a list of documents that must be on site at any time.

### **6.1 HSE CHECKLIST**

1. All equipment should be pre-mobilized before mobilization to site.
2. Obtain a work permit if necessary.
3. Provide a safety officer on site
4. Provided a trained nurse on site
5. Provide first aid box
6. Ensure availability of prescribed drugs in stock.
7. Provide emergency evacuation vehicle on site.
8. Provide medical fitness test for workers.
9. Pre-mobilization should be held with all concerned personnel.
10. Provide multi purpose extinguishers and note the expiring date
11. Provide safety sign board conspicuously on site
12. Barricade and highlight all hazardous areas to workers and visitors
13. Provide a permanent mechanic on site.

14. Steady maintenance of all equipment on site
15. Remove and repair broken down equipment,
16. Conduct toolbox briefing every day before commencement of work.
17. Conduct H.S.E. meeting with workers every month.
18. Organize regular audits/inspections on site, equipment and tools.
19. Reports and document all unsafe acts/accidents.
20. Carry out emergency drills regularly.
21. Ensure periodic inspection to maintain standard.
22. Paste and read out company's policy to workers regularly.
23. Submit treatment register to company's retainer clinic for inspection.

## 24. EMERGENCY PROCEDURE

The emergency situation will include fire outbreak and work injury; therefore safety measures have been devised to check these emergencies:

### 12.1 FIRE OUTBREAK

On noticing the fire

#### ACTION

#### INSTRUCTION

RAISE THE ALARM

\*SHOUT FIRE! FIRE! FIRE!  
\*OPERATE THE AVAILABLE ALARM  
SYSTEM

EXTINGUISH FIRE

\*IF SAFE, USE NEAREST FIRE  
EXTINGUISHER.

CALL

\*HSE OFFICER  
\*SHELL FIRE FIGHTING TEAM  
\*SECURITY (IF NEED BE)

STATING

\*LOCATION OF FIRE  
\*YOUR NAME  
\*WHAT IS INVOLVED (IF MACHINERY THE  
OPERATOR SHOULD SWITCH OFF)

EVACUATE

\*LEAVE THE LOCATION IF IT IS NOT  
POSSIBLE TO CONTROL THE FIRE  
\*GO TO THE MUSTER POINT.  
\*CONDUCT A HEAD COUNT AT MUSTER  
POINT.  
\*ORGANIZE SEARCHING TEAM IN CASE OF  
ABSENTEES

### 12.2. WORK INJURY

On noticing the accident

#### ACTION

#### INSTRUCTION

RAISE ALARM

\*ALERT WORKERS AROUND YOU

CALL

\*FIRST AID/NURSE  
\*HSE OFFICER  
\*SITE SUPERVISOR

ACTION TO BE TAKEN

\*PROVIDE FIRST AID TREATMENT  
BEFORE MOVING TO THE CLINIC  
\*USE THE MEDIVAC VEHICLE /  
AMBULANCE TO EVACUATE THE  
VICTIMS TO THE NEAREST CLINIC

\*NEAREST RETAINER CLINIC (IF  
SEVERE INJURY)

CONTACT

\*ANY OTHER MEDICAL CLINIC FOR  
FIRST AID TREATMENT BEFORE  
TRANSFERRING TO A MAJOR CLINIC  
FOR APPROPRIATE ATTENTION

# **SITE EMERGENCY PROCEDURE**

The following procedure shall be followed strictly in the event of an emergency/accident.

## **IN CASE OF AN INJURY**

1. Alert other workers around the scene of accident
2. Move gradually to the muster point.
3. Conduct a head count at the muster point.
4. Start Evacuations.
5. Call the first aider.
6. Contact the site supervisor.
7. Using the Medivac to transport the victim to the nearest clinic.
8. Contact DEBYL authorized clinic.
9. Use the nearest telecom facility to call on the required clients representative as detail in respective site-specific plan.

### **USE NEAREST PHONE TO CALL:**

**OKOLO VENACTUS DEBYL SAFETY MANAGER 084-231989**

### **12.3 ACCIDENT REPORTING/INVESTIGATION**

All accidents on site will be reported to DEBYL Administration Manager and within the first 12-hours of its occurrence. It will be the responsibility of the HSE officer to give details of all accidents to the company and the accident victims will be given First Aid immediately, thereafter they will be rushed to the nearest retainer clinic, before being transferred to one of our main clinics at Port Harcourt. Our main retainer clinics are:

- ❖ GARRISON CLINIC
- ❖ MONI MEDICAL CENTRE
- ❖ HIGGWE MEMORIAL HOSPITAL

A detailed investigation will be carried out and a written report will be issued. The HSE officer will ensure that the recommendation of the investigation panel is fully implemented.

**SITE ACCIDENT REPORTING/INVESTIGATION  
CHART**

# **DEBYL LIMITED**

## **JOURNEY MANAGEMENT SYSTEM**

**DEBYL LIMITED  
4<sup>TH</sup> FLOOR  
27 ST. ANDREW STREET  
RUMUOBIAKANI  
PORT HARCOURT  
TEL: 084 231989, 5875529  
FAX: 084 - 234809**

# JOURNEY MANAGEMENT SYSTEM

## INTRODUCTION

A journey is a trip made from one point to another and back without any mishap. This can only be achieved through proper defensive driving techniques. These techniques aims at ensuring that a journey is successfully done to save life, money and time, in spite of the various conditions around us and the action of others.

Therefore, it is a matter of co-operation and mutual interest, that we monitor our operations at all times, with a view to eliminate the perceived incidents. Emphasis will be on the best ways that will enhance proper use of vehicles and the attitude of the drivers especially their visions and exposures.

This is to ensure that we achieved our planned targets without any mishap.

DEBYL has therefore developed an journey management system to effectively monitor our transportation system.

This Journey Management system is aimed at:

- ❖ Improving safety in land transportation.
- ❖ Identifying, assessing and the controlling various risks and exposures associated with land transportation.
- ❖ Maintaining uniform safety in transportation standards practiced within the system.
- ❖ Defining responsibilities associated with journey undertakings.

Further enforcing the **NO - NIGHT DRIVING POLICY.**

# **PRINCIPAL ACTORS AND THEIR RESPONSIBILITIES**

## **JOURNEY MANAGER/TRANSPORT OFFICER**

### **RESPONSIBILITIES**

The journey Manager is responsible for the successfully execution of each trip and should ensure that:

1. Authorization of the trip to be embarked upon by drivers.
2. Ensuring that the vehicle to use for the trip is suitable has valid pre-mob certificate and that is properly maintenance of identified defects by the drivers, which may mar the exception of the trip.
3. Discuss the journey plan with HSE officer on site to identify possible hazards on the route and ways to avoid them.
4. Ensure continuous communication with the other end to track the position of the driver and vehicle.
5. Enforce a debriefing session by the driver upon returning from the journey to effectively monitor and audit related hazards in future.

## **DRIVERS**

Defensive driving is a skill one masters through training and practice. Our drivers therefore shall be possessors of the following:

1. **A valid** Nigerian driving license for a particular class of vehicle he is assigned to operate.
2. **Knowledge** of the traffic laws and hazards associate with driving, and obey all statutory traffic regulations.
3. **Alertness** to conditions around him and his vehicle, as it may affect his driving. Be free from the influence of alcohol or drug that impairs concentration and judgment.
4. **Foresight** to anticipate the immediate and long range development, and prepare for them. Also ensure that he is adequately rested and medically fit before driving.

5. **Judgment:** In knowing what choice he has and making right decision. Ensure that the vehicle is free from obvious safety defects which includes worn out tyres, faulty mechanical systems. Etc.
6. **Skill** to handle or maneuver his vehicle effectively in normal and emergency condition. Skills are basic facts that must be acquired to be a defensive driver. In analyzing the various causes of road accidents, it is important to look at different conditions that affect ones driving ability.

## **JOURNEY AUTHORIZER (PROJECT MANAGER, BASE MANAGER, WORKSHOP MANAGER)**

### **RESPONSIBILITIES**

- ❖ Ensure that the Journey Management System is in conformance with our client's requirement.
- ❖ Ensure that vehicle proposed for use is suitable and fit for the purpose.
- ❖ Ensure that the vehicle is included in pre-mob certificate.
- ❖ Enforce compliance to Journey Management standards.
- ❖ Educate the drivers of their roles and responsibilities as regards Journey Management standards.
- ❖ Enforce good reporting format of Journey Management standards.

### **VEHICLE USERS AND PASSENGERS**

Takes responsibilities of the vehicle assigned to them by checking

- ❖ Checking if the vehicle is in compliance and that appropriate category for journey/terrain to destination, and where necessary report shortfalls.
- ❖ Make forward vehicle request to journey manager.
- ❖ Check to ensure that all relevant documents are at hand, license, L.G.A permits etc.
- ❖ Monitor the drivers driving habits to ensure compliance with Journey Management standards.

- ❖ Reports all observed trends to the journey managers.

## **PRE TRIP CHECKS**

Before any trip is carried out, our in-house HSE management normally checks the following before presenting our vehicles to our client. All observed defects are satisfactorily checked. We also ensure that all vehicles, meets the required safety standard, through constant checks and maintenance. The minimum standards includes:

### **A ENGINE CONDITION**

1. Water level
2. Engine oil level

### **B ELECTRICAL SYSTEMS**

1. Reverse light and alarm
2. Instrumental panel lights
3. Alternator and fan belts
4. Connecting wires
5. Kick starter

### **C BRAKES**

1. Front brake
2. Back brake
3. Brake pads
4. Break fluid level

### **D TYRES**

1. Spare tyres
2. Deflected tyres
3. Jack and accessory
4. Steering oil level (if any)

## **E EQUIPMENT DOCUMENTATION**

1. Vehicle license
2. Road worthiness
3. Insurance
4. Survey certificate.

## **F EMERGENCY AND SAFETY ITEMS**

1. Fire extinguishers
2. Hazard warning signs or triangular reflectors

## **AFTER JOURNEY**

After the Trip by our client, efforts are geared towards continuous checks and maintenance. All mechanical and electrical problems detected are remedied. Tyres are also changed intermittently. Also we work on all detected faults and do in-house pre-mob by our Safety Co-ordinator every month to check the conditions of the vehicle while in use. Recommendations are sent to the management for quick actions.

## **TRAINING**

Drivers will under go a defensive driving course (DDC) twice in a year and new drivers will be subjected to serious tests before being employed. The drivers will be sent for training and other tests to check their alertness and vision.

In all trucks and buses, their alert the drivers of bad driving habits and for directing the drivers when reversing back or turning of from the road.

In all strategic points both on sites and base office, flagmen shall direct the movement of vehicles.

During our in-house training, drivers are made to undergo

- ❖ Checks on how to manage conditions when exposed to simulated hazards.
- ❖ Assessing their response to hazardous situations not to panic but act fast to the best of their judgment.
- ❖ Reaction time will be examined in emergencies.
- ❖ Through bad driving habits and abuse of vehicles

❖ Finally bad driving technique in USAGE OF VEHICLE

## **VEHICLE ON THE ROAD**

The use of vehicle on the road requires the driver to understand the shape, surface and shoulder of the road. Always be careful while following another vehicle a top of crest and never overtake at such point. Respond to signs of potential hazards. Look out for skids producing agents, wet, muddy and sandy roads.

## **VEHICLES CONDITION**

All vehicles used for company business shall be licensed and have insurance cover in accordance with Nigerian legal requirement and shall be equipped as follows.

1. Seat belts for all occupants, except in trucks and buses where it is provided only in the front seats.
2. One side mirror on each side
3. One fire extinguisher
4. A first Aid box
5. Indication correct tyre pressure
6. Reverse alarm for trucks & buses.

Also the vehicles being used shall be certified road worthy and kept in good working condition. In particular, the steering mechanism, brake lights, on horn and windscreen wiper shall all be in functional condition.

## **VEHICLE LOADING**

All loads shall be adequately placed and well secured. Any vehicle carrying an abnormally large and heavy load shall be so marked in front and rear to warn other road users. Loads protruding beyond the rear of the vehicles shall marked by a red flag by day and re light at night. No load shall exceed the width of the vehicle unless the vehicle is provided with an escort, which shall be giving on-coming vehicles, advance warning of the loaded vehicle. Personnel shall not be carried in the load carried in the load carrying area of goods vehicle.

# **SPEED**

All vehicle drivers should be conversant with speed of different types of road to minimize collision. Make sure that the horns and brakes system is effective. Be aware and obey the speed limits

For highway/express

Cars	60km/h
Trucks/buses	30km/h

For high density roads or inside the town

Cars	60km/h
Trucks/buses	30km/h

Rainy/wet road

Cars	50km/h
Trucks/buses	30km/h

At night or during poor visibility, the drivers should reduce their speed which should be half of what is obtainable during normal conditions. Also during these conditions they are required to put on their headlamps and hazard lights.

# **IN VEHICLE MONITORY SYSTEMS (IVMS)**

The speed of all light duty vehicles in use is monitored with installed IVMS. These will help to keep tracks of speed, distance travel and bad driving habits. These systems are normally down loaded every month and erring drivers are cautioned through this medium.

# **TRAFFIC**

The condition of traffic is another major cause of road accidents. Drivers should beware of bumper-to-bumper, tie-ups, bicyclists, pedestrians and motorcyclists. Always yield the right to pedestrians and treat motorcyclists as equals. Obey all pedestrians crossing and watch out for kids and school children. Reduce speed at high-density areas.

# CONDITION OF WEATHER

Drivers should be careful and study the weather conditions before any journey is executed specially when roads are wet and slippery, they should be aware that

- ❖ Reflection depending on intensity of the rays and mirage can constitute a driving hazard in the day.
- ❖ Restricted visibility glare reflection from other vehicles may affect ones driving ability in the night, and the driver should adjust his driving to suit the existing weather condition.
- ❖ Light scattering on windscreen can affect the vision of the driver; therefore he shouldn't over drive the headlight and ensure that the windscreen is always clean to avoid these effects.

For situation involves adverse weather condition reduce your speed and increase your following distance.

# HAZARDS CAUSED BY BAD DRIVING HABITS

- 1. COLLISION:** indiscriminate hitting of objects, jumping in and out of pat holes can affects vehicles and shows the extent of carefulness being exhibited by the drive.
- 2. TRAFFIC LAWS:** Breaking of traffic rules and regulations
- 3. VEHICLE ABUSE:** Inadequate maintenance, improper use and operation of vehicles, specially starting it in the morning without the normal checkup.
- 4. DELAYS:** Leads to haste, distractions, traffic violations and eventually to an accident.
- 5. DISCOURTESY:** Aggressiveness, fierce behaviour while driving.

## **INCENTIVES AND SANCTIONS**

Apart from continuous training, no vehicle driver will be allowed out side our gate without the seat belt on. Other incentives has been introduced by the company to make sure that there are no accidents, such as:

- ❖ Driving bonus for drivers who made perfect trips.
- ❖ Commendations from management.
- ❖ Yearly safe driving bonus for accident free drivers.

The company on the other hand will not tolerate indecent and reckless drivers and those who can't cope will be sent off.

## **JOURNEY MANAGEMENT REPORTING SYSTEMS**

The Journey management tips shall be used as a reporting format.

The form is to be filled in duplicate by the vehicle user and approved by journey managers prior to each trip.

On return form each trip, the vehicle user is to enter the return date and time and correspondingly sign the appropriate section of the form.

## **OUR JOURNEY MANAGEMENT TARGETS**

FATALITY	NIL
NEAR NESS	15
SEATBELT VIOLATION	3
UNSAFE DRIVING HABITS	10
RTA/MTA	0

## DEBYL LIMITED

MAJOR HSE INDICATOR FOR THE COMPANY FOR  
2005

NO. OF MONTHS = 12 MONTHS

NO. OF WORKERS = 40

NO. OF HOURS = 9

TOTAL LTI. = 12

MANHOURS = 12X30X40X9 = **129600**

TOTAL RECORDABLE CASES = LTI, RWC & MTC  
RWC = 5, MTC = 2, WHICH IS 12+5+2 = 19

$$\begin{aligned} \text{LTIF} &= \frac{\text{LTI}}{\text{MAN hours}} \times 1000000 \\ &= \frac{12}{129600} \times 1000000 = 9.26 \end{aligned}$$

$$\begin{aligned} \text{TRCF} &= \frac{\text{NO OF Recordable}}{\text{MAN HOURS}} \times 1000000 \\ &= \frac{19}{129600} \times 1000000 = 146.60 \end{aligned}$$

**129600**

**LTIF =  $\frac{\text{LOST TIME ILLNESSES}}{\text{WORKING HOURS}}$**

$$= \frac{41 \times 1000000}{3240} = 12654.3$$

**DEBYL LIMITED**

**MARINE JOURNEY  
MANAGEMENT SYSTEM**

**DEBYL LIMITED  
4<sup>TH</sup> FLOOR  
27 ST. ANDREW STREET  
RUMUOBIAKANI  
PORT HARCOURT  
TEL: 084 231989, 5875529  
FAX: 084 - 234809**

## **NIGHT SAILING POLICY**

DEBYL LIMITED in recognizing the dangers associated with night sailing has set the following rules for strict compliance for workers who may be forced to drive at night in case of any emergency;

- ❖ Night sailing is not allowed.
- ❖ The boat should be checked to be in good condition, especially the lighting system.
- ❖ All doors should be locked before driving out at night.
- ❖ Speed should not exceed 30knots/hour.
- ❖ Defaulters will be penalized.

.....  
**ADEYANJU O.**  
Managing Director

.....  
**DATE**

# **MARINE JOURNEY MANAGEMENT SYSTEM**

## **INTRODUCTION**

A journey is a trip made from one point to another. A well-managed journey is one without any mishap. This can only be achieved through proper operations techniques. These techniques aim at ensuring that a journey is successfully done to save life, money and time, in spite of the various conditions around us and the action of others.

Therefore, it is a matter of co-operation and mutual interest, that we monitor our operations at all times, with a view to eliminate the perceived incidents. Emphasis will be on the best ways that will enhance proper marine equipment's (such as boats, barges, dingies and other water transport systems), and the attitude of the operators especially their visions and exposures. This is to ensure that we achieve our planned targets without any mishap.

DEBYL has therefore developed a marine journey management system to effectively monitor our water transportation system.

This marine Journey Management system is aimed at:

Improving safety in water transportation.

Identifying, assessing and controlling of various risks and exposures associated with water transportation.

Maintaining uniform safety in marine transportation standards practiced within the system.

Defining responsibilities associated with journey undertakings.

Further enforcing the **NO-NIGHT SAILING POLICY**.

## **PRINCIPAL ACTORS AND THEIR RESPONSIBILITIES.**

### **JOURNEY MANAGEMENT/TRANSPORT OFFICER**

#### **RESPONSIBILITIES**

The journey Manager is responsible for the success fully execution of each trip and should ensure that:

- 1.** Authorization of the trip to be embarked upon by boat operator
2. Ensure that the boat to be used for the trip is suitable has valid pre-mob certificate and that is properly maintenance of identified defects by the operators, which may mar the exception of the trip.
3. Discuss the journey plan with HSE officer on site to identify possible hazards on the route and ways to avoid them.
4. Ensure continuous communication with the other end to track the position of the operators and boats.
5. Enforce and audit related hazards in future.

### **DRIVERS**

Defensive driving is a skill one masters through training and practice. Our operators therefore shall be possessors of the following:

1. **A valid** Nigerian operating license for a particular class of water vessels he is assigned to operate.
2. **Knowledge** of the traffic laws and hazards associated with operating water vessels, and obey all statutory water traffic regulations.
3. **Alertness** to conditions around him and boat, as it may affect smooth operations. Be free from the influence of alcohol or drugs that impairs concentration and judgment.
4. **Foresight** to anticipate the immediate and long-range development, and prepare for them. Also ensure that he is adequately rested and medically fit before to operate his boat.

5. **Judgment:** In knowing what choice he has and making right decision. Ensure that the vehicle is free from obvious safety defects which includes worn out tyres, faulty mechanical systems etc.
6. **Skill** to handle or maneuver his vehicle effectively in normal and emergency conditions. Skill are basic facts that must be acquired to be a defensive driver. In analyzing the various causes of water accidents, it is important to look at different conditions that affect ones operating ability.

## **JOURNEY AUTHORIZERS (PROJECT MANAGER, BASE MANAGER, WORKSHOP MANAGER)**

### **RESPONSIBILITIES:**

- ❖ Ensure that the Marine Journey Management System is in conformance with our client's requirement.
- ❖ Ensure that the vessels and boats, proposed for use are suitable and fit for the purpose.
- ❖ Ensure that the vessels and boats are included in pre-mob certificate.
- ❖ Enforce compliance to Marine Journey Management standards.
- ❖ Educate the operators of their roles and responsibilities as regards journey Management standards.
- ❖ Enforce good reporting format of marine Journey Management standards.

## **BOAT USERS AND PASSENGERS**

Takes responsibilities of the boats assigned to them by checking

- ❖ Checking if the boats is in compliance and that appropriate category for journey/ terrain to destination, and where necessary report shortfalls.
- ❖ Make forward boat request to journey manager.
- ❖ Check to ensure that all relevant documents are at hand, license, L.G.A. permits etc.
- ❖ Monitor the boat operators operating habits to ensure compliance with Marine Journey Management standards.

- ❖ Reports all observed trends to the journey managers.

## **PRE TRIP CHECKS**

Before any trip is carried out, our in-house HSE management normally checks the following before presenting our vehicles to our client. All observed defects are satisfactorily checked. We also ensure that marine boats, barges and dingies, meet the required safety standard, through constant checks and maintenance. The minimum standard includes;

### **A Engine condition**

1. Water level
2. Engine oil level

### **B Electrical systems**

1. Reverse light and alarm
2. Instrumental panel lights
3. Alternator and fan belts
4. Connecting wires
5. Kick starter

### **C Brakes**

1. Front brake
2. Back brake
3. Break fluid level
4. Steering oil level (if any)

### **D Equipment documentation**

1. Vehicle license
2. Road worthiness
3. Insurance
4. Survey certificate

### **E Emergency and safety items**

1. Fire extinguishers
2. Hazards warning signs or triangular reflectors
3. Sand buckets and scuppers.

## **AFTER JOURNEY**

After the trip by our client, efforts are geared towards continuous checks and maintenance. All mechanical and electrical problems detected are remedied. Tyre are also changed intermittently. Also we work on all detected faults and do in-house pre-mob by our Safety Co-ordinator every month to check the conditions of the vehicle while in use. Recommendations are sent to the management for quick actions.

## **INCENTIVES AND SANCTIONS**

Apart from continuous training, no boat operator will be allowed operate without adequate PPE. Other incentives has been introduced by the company to make sure that there is no incidents, such bonus include:

- ❖ Operating bonus for operators who made perfect trips.
- ❖ Commendations form management
- ❖ Yearly safe operating bonuses.

The company on the other hand will not tolerate incident and reckless operators and those who can't cope will be sent of.

## **JOURNEY MANAGEMENT REPORTING SYSTEMS.**

The Marine Journey Management slips shall be used as a reporting format.

The form is to be filled in duplicate by the vehicle user and approved by journey managers prior to each trip.

On return from each trip, the boat user is to enter the return date, time and correspondingly sign the appropriate section of the form.

## **OUR JOURNEY MANAGEMENT TARGETS**

<b>FATALITY</b>	<b>NIL</b>
<b>NEARNESS</b>	<b>15</b>
<b>UNSAFE DRIVING HABITS</b>	<b>5</b>
<b>MTA/WTA</b>	<b>0</b>