



Health, Safety And Environment Rules

Golden Cougar Co.,Ltd.

No. 291-A, Shwe Dagon Pagoda Road, Dagon Township, Yangon, Myanmar

PURPOSE

- ❖ Golden Cougar is committed to the policy to provide a safe and healthy work environment for our employee, contractors and people in our premises. In conjunction to safety and healthy, ensure the environment is protected and conserved with reasonable and sustainable environmental practices.
- ❖ Golden Cougar's Health, Safety and Environment manual book has Golden Cougar's Health, Safety and Environment policies, standards and guidelines for any person working or entering Golden Cougar premises.
- ❖ Golden Cougar's Health, Safety and Environment polices and rules are there to protect you, others working around you and your environment.
- ❖ Safety is our core value and our goal is zero incidents and zero defects at every day, everywhere.
- ❖ The first step required for you to read through and understand the requirements and comply with them at all the times.
- ❖ Everybody must obey and follow HSE policies, rules and standards. If necessary contact to Health, Safety and Environment department or supervisor.
- ❖ Remember, it is vital to maintain your safety, focus at all time.

Thet Win

Director

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- ❖ Golden Cougar is committed to protect the Health and Safety of all people working at or visiting our workplace and also protect and conserve environment.
- ❖ To achieve and maintain successful Health, Safety and Environment system, workplace and the goal of zero incident, zero defect every day and everywhere by strong commitment from top management, create general awareness and impose a share responsibility among all members in organization.
- ❖ Golden Cougar Health, Safety and Environment policies
 - Work according to applicable laws, codes and regulations.
 - Comply with approved procedures, rules and instructions.
 - Provide all necessary information, instructions and supervision.
 - Training of Health, Safety and Environment matters, providing awareness and knowledge, risks and hazards, duties and responsibilities to all relevant persons.
 - Regular reviewing of objectives, targets and policies of Health, Safety and Environment management system and risk assessment to ensure on going suitability.
 - Provide safe system of work facilitated by efficient plan and effective management.
 - All incidents must be reported and investigated, remedial actions assigned and completed.
 - Clear objectives are set and progress is reviewed regularly.
 - Review documents in accordance with a scheduled program or after a significant change.
 - Line managers are responsible and accountable for ensuring compliance with all Health, Safety and Environment policies and procedures.

❖ **To make sure that we all work to the same basic standards, you must:**

- You have an obligation to stop any activity which consider unsafe.
- Always be aware of your own safety and safety of others all the times.
- Comply with all Health, Safety and Environment policies, procedures and rules.
- Follow all security instructions and use proper safety equipment /PPE.
- Prevent damage of equipment and environment.
- Report all unsafe conditions and practices, Health, Safety Environment concerns, equipment damage, near misses and every spill / release to supervisor.
- Report to supervisor all injuries and illness of incidents, no matter how minor.
- Use tools for their intended purpose only.
- Do not take short cuts.

- ❖ Site engineers and team leaders are responsible and accountable for Health and Safety of people, overall including protection of people, environment and equipment on their worksite.
- ❖ Responsible activities
 - Providing safe operational procedures, safe equipment and safe induction system.
 - Conduct risk assessment and evaluation, management site visit to worker's concerns and reporting the findings and take immediate action.
 - Adequate training to all people for Health, Safety and Environment policy requirements and knowledge to be familiar with processes and procedures.
 - Ensuring a robust permit to work system to perform people's assigned tasks, special activities or non-routine work safety.
 - Demonstrate performance reviews, counseling and disciplinary action for promoting critical safety behaviors campaign.
 - Investigate, report and action, follow-up and feedback to all injuries, incidents, accidents and near miss incidents.

"WHO IS RESPONSIBLE FOR SAFETY AT THE WORKPLACE?"

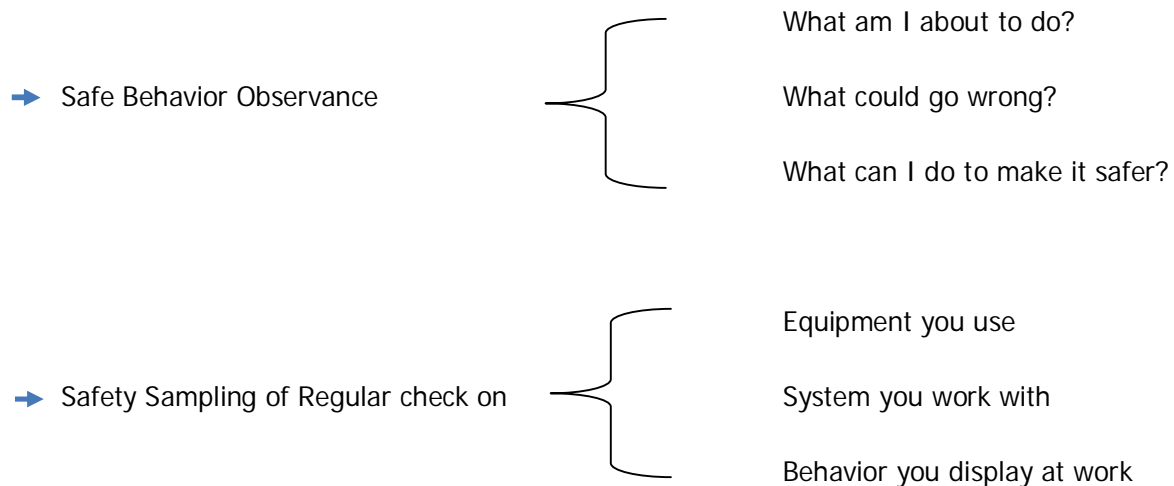
- ❖ **Everyone working at the workplace is responsible for safety.**

Golden Cougar must provide

- (1) Safe Work-site
- (2) Safe Premises
- (3) Safe systems of work.

- You have a personal involvement in the things.

- ❖ **You are Responsible and Required to carry out for**



- ❖ **"Duty of Care" by everyone at different levels of Responsibility."**

**No
Smoking
Policy**

- All building on the site.
- All vehicles and mobile equipment.
- All areas designated as non-smoking areas for fire and explosive risks.



- ❖ Sales of tobacco products are prohibited on site.
- ❖ Smokers must dispose their cigarette's butts in provided areas and not to discard on the ground.
- ❖ Smokers need to aware of hazards to yourself and to other around you from passive smoking.



**Drug and
Other
Drugs
Policy**

- ❖ Drugs and other drugs with prescription, non-prescription or other illicit drugs and alcohol are required to abide and under the policy at work-site.
- ❖ Sale, supply and manufacture are prohibited in the site.
- ❖ Possession or consumption are also prohibited.
- ❖ Operation of equipment, machine and vehicles whilst the influence of other drugs and alcohol are also prohibited.
- ❖ Individually prescribed medication by physician is taken with direction and informed to supervisor.
- ❖ Testing of other drugs and alcohol on a random, causal or post-incident basis will undertake as requirements of policy and refusal to comply will result in disciplinary action, which may include being removal or banned from site.
- ❖ For additional information, contact to your supervisor or to Employee Relation Coordinator.



Machines,

Equipment

and Vehicles

on Site

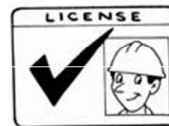
Vehicles (Machines, Equipment and Vehicles)

- You are only allowed to drive on work-site for work reasons.
- Permission from the site engineer/ officer is required for access for your vehicles.
- Your vehicles is subject to inspection by site engineer/ officer.

Driving

On Site

- The "musts" for driving vehicles on site.
- The maximum speed on site is (40 km ph) unless otherwise signposted or instructions.
- Other conditions on site are also considered such as local work hazard, weather, mobile plant etc.
- An appropriately licensed must have.
- Driver and passengers must wear seat-belts.
- You must follow all road signs.



- You are not allowed to transport people or be transported yourself in the back of a truck on utility or site.
- When driving vehicle to or with hot machines and materials, need special care and training for it.
- Safely secured any loose-loads and any loads on your vehicles.



- Children and Pets are not allowed to enter the site.
- Driving around Mobile Plant and Equipment.
 - Stay Alert
 - Stay Away
 - Be Patient

Parking **You must check your vehicle before you leave**

- Parked in a place marked as a car park
- Are not restricting traffic
- Are not behind or too close to mobile plant.



- ### **Walking**
- Approach to moving mobile vehicles/ equipment
- ### **Around**
- Attract the attention of driver
- ### **the Site**
- Approach when you have been seen by driver
 - Do not Approach from a blind spot.



Always stay well clear of all mobile view and unable to stop quickly.

Safe Driving

Rules For

Zero

Accidents

- (1) Conduct Pre-trip vehicle checks.
- (2) Do not drive unless all passengers are wearing seatbelts.
- (3) Do not drive exceeding the posted speed limit and drive in a safe manner.
- (4) Never use mobile phone while driving.
- (5) Do not drive when tired and do not let unfit drivers drive.
- (6) Do not drive at night, except as authorized.

"REGULATED VEHICLES/ MACHINES, EQUIPMENT AND HAZARDOUS SUBSTANCES SAFETY REGULATIONS"

Regulated Vehicles/ Machines

- Bulldozers
- Excavators
- Rollers, Compactors
- Motor Graders
- Wheel Loaders
- Bowsers (Fuel/Water)
- Transporters
- Dump Trucks
- Asphalt Concrete Plant
- Asphalt Concrete Paving
- Rock Crusher

- To drive and operate these regulated vehicles and machines need "Authority to operate" by site – engineer/ Officer (Written or Oral)

Equipment and Hazardous substances

- Electrical Tools
- Cutting Tools
- Welding Equipments
- Lifting Equipments
- Explosive Tools
- Gas Cylinders
- Oil and Greases
- Leads and Chemicals

"Pre – Operational Inspection Every Time Use"

- Using, handling and storing of these equipments and hazardous substances are dangerous and need special care and authorization (Written or Oral)
- All hazardous substances must attached a current " Inspection Tag " No Tag – No Use
- Use of BARRICADING to restricted entry to hazardous situations, places and authorized person only and need permission to enter.

AUTHORITY TO WORK – TAGS AND LOCKS

Isolation, Identification Tag

- These tags and locks are required pre-operational inspection every time to use.
- For do not use or operate (Vehicle/ Equipment).
It can be only removed by authorized isolated person.



Out Of Service Tag

- For prevent the use of unsafe plant, equipment and machinery.
If can only be removed once the plant, equipment and machinery is in proper working order.
- “Out of services Tag- Not-provide your personal protection”.



Caution Tag

- For working to people for testing equipment / machine and need to take care.



Hazard Alert Notice Tag

- Use for potential hazardous situations for alerting people a hazard in work area.



Locks



- For personal protection use –Red locks
- For equipment lock – use – Yellow locks
- For Group of yellow equipment locks – use – Green locks.

SIGNS

Signs, flags and barricades etc must look for hazards to you.

Red

- Show what you must - Not Do in that area.

Safety

Signs

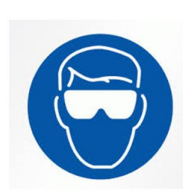


Blue

- Show – what of safety cloths & equipments is MANDATORY when entering a particular area (PPEs)

Safety

Signs



Yellow

- Show –that a danger or a risk and must proceed with caution in or around these.

Safety

Signs



Green

- shows- Exits- Site Assembly Areas, First Aid etc.

Safety

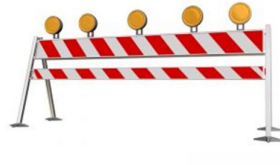
Signs



Barricades

- Stop unauthorized entry into a danger area as warning or protective barriers.

Signs



P.P.E (PERSONAL PROTECTIVE EQUIPMENT) AND HOUSEKEEPING

To Wear PPE working on the Site

- Work clothing – high visibility
- Safety Foot wear.
- Safety Helmet
- Safety Glasses
- Face Masks
- Hearing Protector



- ❖ Individual department, specific work inductions, training and site engineer/officer's instruction will indicate what PPEs need to be worn.

General Housekeeping

- A clean and tidy site indicate a safer site
- Unclear and untidy work area and practices may increase risk of injury, incident, fire, other hazards and cause unsafe.



All people are responsible For

- Proper placing of tools and equipment at assigned area after usage.
- Hazardous waste such as oil, water spillages and others must be clean immediately.
- Always clear up your own rubbish.
- No food or drink to be taken on site, vehicles and machines



- Points to reinforce basic personal hygiene such as hand washing, cleaning and tooth brushing etc.

❖ **Emergency procedures to save lives must be planned in all sites.**

- Emergency Response plan
- Fire Suppression System and Portable fire Extinguishers.
- First Aid Equipment.
- Site Emergency organization (SEO)

❖ **Emergency Response Plan**











- When an emergency occurs
- Contact to SEO –officer by two way radio, or phone or others which can rapid contact.
- Report the location, nature of emergency bell or alarm use as needed.
- Look for danger to yourself and if no immediate danger, wait for instruction from SEO – officer.
- Obey all rules of safety operation procedures.

❖ **If any Fire Emergency**

- Let people in the area of fire know about fire.
- Use an extinguisher to suppress the fire depend on size and location of fire.
- Electrical Fires - Switch off power (or) Disconnect Battery

Fire

Extinguishers

PORTABLE FIRE EXTINGUISHER GUIDE						
	CLASS A Wood Paper Plastics	CLASS B Flammable & Combustible Liquids	CLASS C Flammable Gases	CLASS E Electrically Energised Equipment	CLASS F Cooking Oils & Fats	CLASS D For fire involving combustible metals use special purpose extinguisher
WATER 	YES	NO	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equipment and cooking oils/fats fires
WET CHEMICAL 	YES	NO	NO	NO	YES	Dangerous if used on energised electrical equipment
FOAM 	YES	YES	NO	NO	LIMITED	Dangerous if used on energised electrical equipment
POWDER 	YES (ABE) NO (BE)	YES (ABE) YES (BE)	YES (ABE) YES (BE)	YES (ABE) YES (BE)	NO (ABE) LIMITED (BE)	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
CARBON DIOXIDE 	LIMITED	LIMITED	LIMITED	YES	LIMITED	Not suitable for outdoor use
VAPORISING LIQUID 	YES	LIMITED	LIMITED	YES	NO	Check the characteristics of the specific extinguishing agent
LIMITED indicates that the extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability. Solvents such as alcohol or acetone mix with water and therefore require special foam.						
ELECTRICAL FIRES - Switch off power or disconnect battery IN ALL CASES - CALL 200 - THE FIRE BRIGADE						
<div> <div> CAUTION  </div> <div> FOR LARGE ELECTRICAL FIRES IF USING WATER, USE WATER SPRAY OR FOG NOZZLE ONLY AND SWITCH OFF POWER IMMEDIATELY.  </div> </div> <div> ENSURE EXTINGUISHER IS RECHARGED IMMEDIATELY AFTER USE.  </div> <div>  SPECIAL DRY CHEMICAL </div>						

Evacuation

Procedures

- If an evacuation has been ordered by SEO – officer.
- Listen Carefully instruction to evacuate
- Go to nominated assembly area
- Do not run , walk briskly
- Comply with SEO-officer's order

First AID

- Report if you are injured at work whether small or not
- Programs to manage injury , provide first aid treatment and refer to clinic/hospital if needed
- Rehabilitation , physiotherapy , modified work duties and recovery programs are managed by SEO –officer

Incident

Reporting

All work – site incidents need to be reported.

- Injury no matter how small
- Any incidents
- Any unsafe place or practice
- Any near – miss hazards

SEO (Site

Emergency

Organizatin)

- Site engineers are officers of Site Emergency organization
- Roles and responsibility are same as in site management system
- SEO –officers are responsible for all emergency measures and immediate actions must planned accordingly

ENVIRONMENTAL POLICY

- ❖ Every person working at the site is responsible for protection of environment.
- ❖ Effect on environment may impact on the quality of your life style, your surroundings, your family and local community.
- ❖ When your work at the site
 - You must consider the impact of the job on environment , then
 - You put in control to protect environment.
- ❖ To promote environment
 - Reduce the amount of waste you produce
 - Reuse the materials where you can
 - Recycle the materials and use it for something else
 - Proper waste disposal
- ❖ Welfare facilities
 - Toilets
 - Clean water supply (Drinking ,washing)
 - Dinning facilities
 - Residences (Male, female)
 - Smoking places
 - Recreation

WORK PLACE AUTHORITY

- ❖ Work place authority has specific rules for working safety in addition to existing rules and regulations of Golden Cougar –HSE policies
- ❖ Code of Practice
 - Some specific rules for lifting methods, working at heights and certificate of competency for some job, driver, operator, etc.

CONFIDENTIALITY AND INFORMATION

- Protection of Information – All employee must be taken due care to protect the company's interests and intellectual property.
- Information which is commercial or confidential must not be released without M.D's permission.
- Media Enquiries and external request of information must need authorization by M.D.