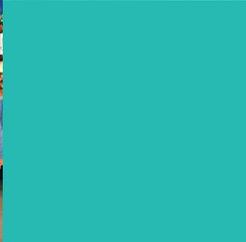


Contractor Handbook



Contractor Handbook



A contractors guide to working at Sohar Aluminium



SOHAR
ALUMINIUM

Maximise shareholder and social value by responsible and sustainable operation of our business.

Environment, Health and Safety

Enable an effective, committed and interdependent culture of safety across the organization to proactively mitigate risks and eliminate injuries and occupational illnesses.

Reduce our overall environment footprint through protection of the environment, prevention of pollution and responsible use of natural resources.

People and Community

Build competent, engaged and empowered workforce to drive technical and leadership excellence across the organization.

Integrate and engage our stakeholders to contribute to Oman's sustainable development and maximize positive impact in the community.

Customers

Meet the highest customer expectations through quality products, supply reliability and responsive employees.

Maximize revenue growth opportunities, support downstream industry development, and expand company's operations through a diverse product portfolio.



Productivity and Incremental Improvements

Progressive and safe increase of productive capacity and technical capabilities to operate at high amperage.

Implement continuous improvements and develop internal resources to optimize process efficiency.

Innovation and Growth

To be a state-of-the-art mega smelter producing over 1 M tons of green aluminium annually.

Lead development of breakthrough innovations and growth in aluminium smelting and power generation aiming for long-term sustainability.

Financial Strength

Retain strong position in the 1st quartile on the cost curve in aluminium and power generation through ensuring return on investment and cost management.

Maximize the shareholders economic welfare and support the company's future growth.

Resource efficiency, waste elimination and sustainability in the supply chain of raw materials.

Honesty
Integrity
Respect
Trust
Empowerment
Team Work

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Introduction

A safe worker is a smart worker

To drive the highest safety standards and embark on a sustainable future, we at Sohar Aluminium offer this handbook as our commitment to create the safest workplace for our contractors.

This handbook should be used as a guideline by contractors who are authorized to work at Sohar Aluminium Smelter, Port and Power Plant under SA supervision or without supervision.



Objectives

You are responsible for your own Safety

Sohar Aluminium is committed to creating a safe working environment for our employees, contractors, visitors and the general public.

To uphold a safe working environment, all contractors are:

- To be aware of their responsibilities and obligations with regards to all Sohar Aluminium rules, regulations as well as Environmental, Health and Safety policies and procedures (These documents will be made available on request).
- To abide by all Oman regulatory laws.
- Required to maintain a safe working environment.
- To minimize disruptions to the daily running of the business.
- To be familiar with the site, routes, walkways and restricted access areas.

- To be familiar with and comply with their legal requirements and their EHS manual, including risk assessment, licensing, certificates and ensuring that their policies and procedures promote a safe and healthy work environment.



Definitions

Being Safe is in your own hands

Contractor

A person/s engaged by Sohar Aluminium for the purpose of performing work or providing a service for Sohar Aluminium, where that person is not engaged as an employee. The engagement can be a written contract, Purchase Order or Breakdown notification request. This includes contractors, sub-contractors and their employees who are doing work for the benefit of Sohar Aluminium.

Sub-Contractor

A person or business that contracts to provide some service or material necessary for the performance of another's contract. The Contractor shall be responsible for his / her Sub-Contractor.

Contractor Employee

Individual remunerated and supervised by the Contractor or Sub-Contractor for the execution of

the job agreed upon between Sohar Aluminium and the Contractor.

Visitor

Is an individual who temporarily enters Sohar Aluminium Smelter, Power Plant (SAPP) and/or Port facilities, and is fully escorted by an SA employee and who agrees not to carry out any physical work. The individual will attend a visitors induction and shall comply with Sohar Aluminium's site specific health and safety rules. Access will be granted once he/she has surrendered his/her resident card or passport in exchange for an access card. Visitors are not allowed to be left alone on the site and must be accompanied at all times by a Sohar Aluminium employee.

Contractor Classes

Look out for Safety Transgressions

Various types of contractors conduct work for Sohar Aluminium. To ensure that each and every contractor conducts their work in accordance with Sohar Aluminium criteria, standards and regulations, it is mandatory that the contractor has a clear understanding of SA work expectations.

Below is a list of work activities that contractors may carry out for Sohar

Aluminium and the requirements for each.

Contractor Classes

Different classes of contractors have different requirements to ensure a safe workplace is maintained depending on the nature of the task that is to be performed. The classes and minimum requirements are listed below:

Work Category	Type of Work	Access Requirements	Minimum Requirements To work
Administration Workers - Examples <ul style="list-style-type: none"> Office cleaners. Administration staff. Office equipment repairs. Catering services. 	<p>Companies or individuals engaged to work within or on behalf of Sohar Aluminium. The work being performed is not hazardous nor performed within a hazardous location.</p> 	<ul style="list-style-type: none"> SA carries out audits on vendor premises (Insurances, Certification, EHS, Facilities, Employee Wellbeing, Equipment Etc.) Company registered on SA vendor data base. SA vendor number issued. Employee Medical Fitness Certificates – Approved by SA - valid for 2 years Valid work Visa / Resident Card which should match the designation for the task they intend to perform. SA access badge (Site Induction). Correct PPE/C for the work and working environment. 	<ul style="list-style-type: none"> Valid PO/Contract. Area Induction. Work Permits. Understand the work requirements. Pre-start daily Clear Scope of Work. Area responsible person to oversee work / Carry out Audits. Adhere to SA golden rules, site rules and regulations. Know the Area Life Saving Rules. Reliable and safe equipment, tools and material.

Contractor Classes

Doesn't matter how far. JUST BUCKLE UP!

Work Category

Operational Work –

- Routine maintenance and repairs on fixed plant, mobile equipment, buildings.
- Labour hire personnel engaged in operational activity.
- Road transport.
- Outdoor training consultants.
- Gardening services.
- Crane companies.
- Technical consultants outdoor and operational.

Type of Work

Companies or individuals engaged to undertake work conducted in an operational area or non operational area. The work may have hazards associated with them.



Access Requirements

- SA carries out audit on vendor premises (Insurances, certification, EHS, facilities, employee wellbeing, equipment etc.).
- Company registered on SA vendor data base.
- SA vendor number issued.
- Employee Medical Fitness Certificates – Approved by SA. - valid for 2 years.
- Valid work Visa / Resident Card which should match the designation for the task they intend to perform.
- SA access badge (Site Induction).
- Correct PPE/C for the work and working environment.

Minimum Requirements to work

- Valid PO/Contract.
- Area induction.
- Work permits.
- Understand the work requirements.
- Pre-start daily/Risk Assessment (non routine tasks).
- Clear scope of work.
- Area responsible person to oversee work, carry out audits.
- Adhere to SA golden rules, site rules and regulations.
- Know the Area Life Saving rules.
- Routine audits and review (work progress).
- Adequately trained/skilled personnel reliable and safe equipment, tools and material.
- Provide Competency Assessments for all tasks that require the contractor to use mobile equipment or any other regulated activity.
- Skills Certificate for specialist work.
- EHS plan – how the work site EHS will be managed.
- Site Supervisor – must speak English and the language of the team.

Contractor Classes

Have another day by being Safe today!

Work Category

Specialised activities –

- Electrical, Mechanical Installations.
- Contractors conducting activities regarded as restrictive, i.e. confined space, trenching.
- Construction/ Demolition.
- Hazardous Work.

Type of Work

Companies or individuals engaged to perform activities that are reasonably assumed to be medium/high risk. This type of work would require specialized skills and certification may be required.

Access Requirements

- SA carries out audit on vendor premises (Insurances, certification, EHS, facilities, employee wellbeing, equipment etc.).
- Company registered on SA vendor data base.
- SA vendor number issued.
- Employee medical fitness certificates – Approved by SA - valid for 2 years
- Valid work Visa/ Resident Card which should match the designation for the task they intend to perform.
- SA access badge (Site induction).
- Correct PPE/C for the work and working environment.

Minimum Requirements to work

- Valid PO / Contract.
- Area induction.
- Work permits/specialized permits.
- Understand the work requirements.
- Pre start daily/risk Assessment.
- Clear scope of work.
- Area responsible person to oversee work and carries out audits.
- Adhere to SA golden rules, site rules and regulations.
- Know the area life saving rules.
- Routine audits and review (work progress).
- Adequately trained/skilled personnel.
- Reliable and safe equipment, tools and material.
- Provide competency assessments for all tasks that require the contractor to use mobile equipment or any other regulated activity.
- Skills certificate for specialist work.
- EHS Plan – how the work site EHS will be managed.
- Site Supervisor – must speak English and the language of the team.
- Rescue plans if needed.



Contractor Classes

Knock out...accidents

Work Category

Construction –

- Construction projects
- Plant installations or major refurbishment

Type of Work

Companies undertaking construction projects, where the contractor is deemed in control of the project and a clear “Construction zone” is designated. These areas are physically separated from our operational activities by means of hard barricading.

Access Requirements

- SA carries out audit on vendor premises (insurances, certification, EHS, facilities, employee wellbeing, equipment etc.).
- Company registered on SA vendor data base.
- SA vendor number issued.
- Employee medical fitness certificates – approved by SA - valid for 2 years
- Valid work Visa/Resident Card which should match the designation for the task they intend to perform.
- SA access badge.
- Correct PPE/C for the work and working environment.

Minimum Requirements to work

All scope of works and details are to be organised during the tendering stage. These projects are generally coordinated by Sohar Aluminium engineering department. The day-to-day safety and health controls are managed by the contractor and not by Sohar Aluminium. SA will oversee the safety and provide guidance. These contractors should have the following for the project which includes:

- Scope of works/work methods statement
- Contractor supplied audits and reviews for the project.
- Area Induction.
- Adhere to SA golden rules, site rules and regulations.
- Know the area life saving rules.
- Adequately trained/skilled personnel (certification).
- Reliable and safe equipment, tools and materials.
- Health, safety and risk assessment procedures and other relevant documents.
- Provide competency assessments for all tasks that require the contractor to use mobile equipment.
- Site Supervisor – must speak English and the language of the team and site EHS coordinators.
- EHS plan – how the work site EHS will be managed.
- Routine audits and review (work progress).
- Safety and risk reviews.
- Tracking of EHS non compliance, near misses, work stoppages.
- Control/Management of laydown areas and facilities.



Requirements to carry out work

Coming to work Safely is just as important as going home Safe

- Every contractor must have a vendor number i.e. Registered on Sohar Aluminium vendor list – this is done after a vendor audit is completed and approved.
- Vendor audit will check for insurances, certification, EHS, facilities, employee wellbeing, equipment, tools, policies and procedures.
- All Omani contractor employees must be registered with PASI.
- All contractor residents cards should match the designation for the task they intend to perform.
- Company registration must be valid and specific to the work being carried out.
- All contractor employees must be medically fit – SA medical clinic to approve (medical will only be valid for 2 years and would need to be re-done after 2 years)
- All contractor/sub contractor employees must be competent for the task.
- Contractors must disclose past EHS breaches, prosecutions or ongoing non-conformance investigations against them.
- For operational/specialized activities
- Contractors to have a current purchase order, written scope of work, risk assessment or work method statements for the specific job.
- Contractors/sub contractors to ensure that all PPE/C requirements have been met and that all PPE/C are in good condition.
- Contractor Supervisor must be fluent in English and the language of his/her team.
- All personnel are to be familiar with SA golden rules & area life saving rules.
- For specialized activities, certification and licenses of contractor employees must be available for inspection and verification.
- Provide a EHS manual that covers policies procedures for promoting a safe and healthy work environment.



Inductions And Site Access

If in doubt, Ask!

- All personnel must have a valid medical fitness certificate / resident card / work visa and have been site inducted prior to an access card being granted (lost access cards will incur a OMR 5/- replacement cost). Please keep your access card safe.
- No one is allowed to let any other person use their access card (non-adherence will result in permanent locking out of site).
- Prior to starting work an area induction is required – contact the area responsible person.
- All personnel must ensure that they familiarize themselves with the site layout, highlighting assembly points, fire extinguisher points, hazardous areas and restricted areas.
- Special attention must be made to Personal Protective Equipment and Clothing requirements for the task and area.
- Emergency contact number from internal phones are **Smelter 3333, Power Plant 3939, and Port 9991** and from a mobile phone or external line for **Smelter 26863333, Power Plant 26863939 and Port 9991**.
- All walkways and access/egress points must be adhered to at all times.
- Always seek advice from the area responsible person if there is any uncertainty.



Sohar Aluminium 8 Golden Rules

Rule 1 القاعدة الذهبية 8 Golden Rules

Seat Belts

All persons, including employees, contractors and visitors, are required to wear seatbelts in all mobile equipment. This includes passengers.

In the Aluminium industry, mobile equipment historically has been the biggest contributor towards personal harm and accidents. Sohar Aluminium has forklifts, Anode Pallet Transport Vehicles (APTV) and Metal Transport Vehicles (MTV) driving around site 24 hours per day. As per Oman Law all occupants of any vehicle shall wear a seat belt. In the event of an accident the seat belt will restrict your movement and reduce or prevent the risk of serious injury or fatality. Always ensure that your seatbelt is properly fastened and used every time you get into a vehicle.

حزام الأمان

يجب على كافة العاملين (الموظفين والمتقاعدين والزوار) ارتداء أحزمة الأمان في جميع المعدات المتحركة.

تعتبر المركبات و المعدات المتحركة أكبر مساهم في الحوادث والإصابات الشخصية في مجال صناعة الألمنيوم و توجد في حصار ألمنيوم معدن نقل المعدن ومعدات نقل الأتومات والرافعات الشوكية تعمل على مدى ٢٤ ساعة. ووفقاً لقانون العمل يجب على جميع الركاب في أي مركبة ارتداء حزام الأمان. حيث أن حزام الأمان يحمل على تثبيت حركتك ويقلل أو يمنع خطر الإصابة الخطيرة أو الوفاة في حالة وقوع حادث. لذلك تأكد دائماً وفي كل الأوقات من ارتداء حزام الأمان عند ركوب أي معدة أو مركبة.



Rule 2 القاعدة الذهبية 8 Golden Rules

3 Meter Safe Distance

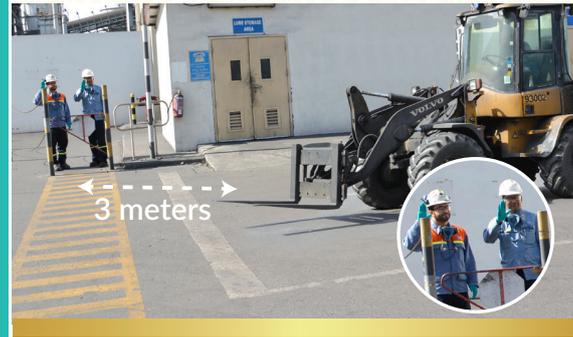
All pedestrians are to maintain a safe 3-meter distance from all mobile equipment while in operation, unless a specific task is authorized by the department Manager.

In the Aluminium industry the presence of mobile equipment is the biggest contributor to accidents and fatalities. As a general rule on site, all mobile equipment has the right of way over pedestrians. This means that pedestrians need to maintain a 3 meters distance and wait for mobile equipment to move first before they can move. Pedestrians are also required to make eye contact or make the vehicle operator aware of his / her presence. The intent of this rule is to ensure that all the activities where people and equipment need to interact are risk assessed and that all controls determined by a Risk Assessment are implemented and approved by the Department Manager before the task occurs.

٣ أمتار مسافة أمان

يجب على جميع المشاة المحافظة على مسافة ٣ أمتار من كافة المعدات المتحركة أثناء عملها، ويستثنى من ذلك بعض الأعمال المحددة بشرط الحصول على تصريح من مدير القسم.

يعتبر وجود المعدات المتحركة أكبر مساهم لوقوع الحوادث والوفيات في مجال صناعة الألمنيوم. وكمقاعدة عامة في موقع عمل شركة حصار ألمنيوم، جميع المعدات المتحركة لها الأولوية للعبور قبل المشاة وذلك يجب على المشاة المحافظة على مسافة ٣ أمتار وأمن وانتظار المعدة المتحركة للعبور أولاً كما يجب عليهم التواصل البصري مع سائق المعدة أو التنبيه بوجودهم في نفس الموقع. يهدف من هذه القاعدة هو التأكد من تقييم المخاطر لجميع الأنشطة التي تجمع المعدات المتحركة مع العاملين ووضع جميع الضوابط المناسبة للحد من هذه المخاطر مع موافقة مدير القسم عليها قبل البدء بتنفيذ المهمة.



Sohar Aluminium 8 Golden Rules

Rule 3 القاعدة الذهبية 8 Golden Rules القواعد الذهبية

Isolation

When required to work on any equipment always ensure to de-energize, test for all energy sources and lock out before any work starts. Live work can only be carried out with a "Live Work Permit" and is exempt from this rule.

As Sohar Aluminium has a lot of processes where heat, compressed air, electricity and hydraulics are involved, it is critical that all Hazardous Energy is controlled. In industry isolating any source of energy whether it be switching off, disconnecting, purging, discharging, flushing, depressurizing or grounding is critical to prevent accidents and save lives. We at Sohar Aluminium believe that it is critical to apply this rule to save the lives of our people. The only exception to this rule is when people apply for the "Live Work Permit". This allows for live work to be carried out under controlled circumstances by trained and competent personnel.

عندما يتطلب العمل استعمال أي معدة يجب القيام بقطع وفك الصدمة وتحص مصادر الطاقة فيها قبل البدء بالعمل ويستثنى من ذلك فقط العمل القائم المصرح به.

بما أن صهار الألمنيوم توجد بها الكثير من العمليات التي تتضمن الحرارة والهواء المضغوط والكهرباء والسوائل المضغوطة، فإن من المهم التحكم في جميع مصادر الطاقة من خلال إيقافها أو قطع التيار عنها أو تصريفها أو تأريضها لمنع وقوع الحوادث وإتقاد الأرواح.

وتن في صهار الألمنيوم تلق ضرورة تطبيق هذه القاعدة لضمان حياة الأشخاص ويستثنى منها الأعمال القائمة والمصرحة في ظل ظروف معينة والتي يجب أن يقوم بها الأشخاص مدربين ودو كفائة أداء هذه الأعمال.

العزل



Rule 4 القاعدة الذهبية 8 Golden Rules القواعد الذهبية

Working at height

When a fall potential of more than 2 meters exists, fall protection equipment must be used. When a fall potential of less than 2 meters exists, fall prevention or protection equipment must be considered.

Falling from buildings, platforms, and into pits or openings is a possibility and these fall potentials must be controlled by using the correct fall protection or prevention measures. Sohar Aluminium has safeguarded platforms and made people conscious of the dangers of working at heights. All work at height must be risk assessed and safe guards must be put in place. Fall protection can be implemented by erecting scaffolding where openings exist or using fall prevention or protection equipment to reduce the impact of a fall. A working at height permit must be obtained for all work where a fall potential of more than 2 meters exists.

العمل في المرتفعات

عندما يكون هناك احتمالية بسقوط من ارتفاع أكثر من 2 متر يجب ارتداء المعدات الخاصة بالحماية من السقوط من المرتفعات. عندما يكون هناك احتمالية سقوط من ارتفاع أقل من 2 متر يجب ارتداء المعدات الخاصة بالحماية أو الوقاية من السقوط من المرتفعات.

يعد السقوط من المباني المرتفعة أو المنصات أو في الفتحات والفتحات ممكناً ويجب التحكم بهذه المخاطر باستخدام أدوات الحماية والوقاية من السقوط. وقد قامت صهار الألمنيوم بتوفير منصات عمل آمنة وضمان إبقاء العاملين بمخاطر العمل في الأماكن المرتفعة ويجب أن يتم تقييم جميع الأعمال عند العمل في الأماكن المرتفعة ووضع حواجز مانعة من السقوط في أماكن العمل كما يمكن تطبيق الحماية من السقوط من خلال تركيب السماعات في حالة وجود فتحات أو استخدام معدات الوقاية من السقوط أو الحماية للحد من تأثير السقوط. ويجب الحصول على تصريح للعمل في الأماكن التي يزيد ارتفاعها عن مترين ويوجد فيها احتمال للسقوط.



Sohar Aluminium 8 Golden Rules

Rule 5 القاعدة الذهبية 5 Golden Rules القاعدة الذهبية 8

Confined Spaces

All high risk confined space entry must be carried out with a confined space permit. All low risk confined space must be risk assessed, gas tested and the entry checklist filled prior to entering. All confined space work must be carried out by personnel trained to work in a confined space.

Confined spaces are present in various areas in Sohar Aluminium. Entry into a confined space means any part of the head going into the opening of a confined space. A confined space is any space that is large enough and has limited or restricted openings for entry and exit or is not intended for continuous employees' occupancy. The Space may contain a risk for the health and safety of anyone who enters, due to a hazardous atmosphere or insufficient natural ventilation or it may contain known or potential hazards. All Confined Space work shall have a rescue plan in place.

الاماكن المغلقة

لا يسمح بالدخول في الأماكن المغلقة بدون الحصول على تصريح عمل لدخول الأماكن المغلقة. يجب معاينة الأماكن المغلقة وخص الغاز فيها وتعبئة استمارة الدخول إليها. يرضخ العمل في هذه الأماكن للموظفين المدربين على العمل في الأماكن المغلقة.

توجد اماكن مغلقة في مواقع متعددة في صحر المنيوم، والماكن المخلوق هو أي مساحة كافية ذات مداخل ومخارج محدودة وليست مخصصة للعمل المستمر ويعتبر دخول الرأس في الماكن المخلوق عمل فيه وينطبق تصريخ عمل له. وقد تحتوي الأماكن المغلقة على خطر لصحة وسلامة العاملين فيها. بسبب طبيعة بيئة الماكن أو عدم كفاية التهوية الطبيعية أو قد تحتوي على مخاطر غير معروفة أو غير محتملة، لذلك يجب أن يكون لجميع أعمال الأماكن المغلقة خطة إنقاذ.



Rule 6 القاعدة الذهبية 6 Golden Rules القاعدة الذهبية 8

Suspended Loads

No one is to be positioned under a suspended load, or within the fall radius of a suspended load.

Sohar Aluminium has various activities that involve the lifting of objects for the purpose of production, maintenance and construction. The main risk is a suspended load falling or swinging into any person who is standing close by. To ensure that everyone is safe, tag lines must be used to control loads. In addition, all personnel must maintain a safe distance which is clear off the swing radius of the load and clear of the fall radius of the load. Never touch a suspended load or use your hands to guide it. All loads must be moved as low as possible to the ground and always keep out of the line of fire.

الحمولات المعلقة

لا يسمح بتواجد أي شخص تحت حمولة معلقة أو في نطاق سقوط الحمولات المعلقة.

لدى صحر المنيوم أنشطة متنوعة تتضمن رفع مواد الغراض الإنتاج أو الصيانة أو التشييد. ويمثل الخطر الأكبر في سقوط حمولة معلقة أو تاربحها واصطدامها بأي شخص يقف بجانبها. ولضمان سلامة كل الأشخاص، يجب وضع علامات مخططة للتحكم بالحمولات. بالإضافة إلى ذلك، يجب على الجميع الحفاظ على مسافة آمنة بعيدا عن نطاق سقوط أو تاربح الحمولات وعدم لمس الحمولة المعلقة أو إستخدام اليدين لتوجيهها. كما يجب تحريك جميع الحمولات على مستوى منخفضين قريبا من الأرض قدر الإمكان والبقاء بعيدا عن المخاطر المحتملة.



Sohar Aluminium 8 Golden Rules

Rule 7 القاعدة

Golden Rules 8 القواعد الذهبية

Risk Assessment

Risk Assessment for any task is mandatory. PSTA shall be carried out prior to starting any work.

Routine tasks are well known and are governed by Risk Assessments and SOPs, they do not always carry the same potential for injury and exposure as a non-routine task. Sohar Aluminium's employees and contractors need to ensure that all non-routine tasks are assessed for risks that may occur by doing a full risk assessment of the task. If during the task there is a change to the scope of work or work environment, the risk assessment must be reviewed to identify the risks around the change. Failure to do this may result in a single or multiple fatality. All personnel shall ensure that a PSTA is used prior to starting work on a daily basis. A PSTA will help identify potential risk at the work site and allow for you to implement corrective actions to control the risk.

تحليل المخاطر

تحليل المخاطر في مهمة إلزامي ويجب تنفيذ تقييم المهمة قبل البدء بها.

إن المهام المعتادة متعارف عليها جيدا وبمخاطرها تقييم المخاطر وخطوات التشغيل الآمنة لذلك هو لا تحمل دائما نفس إمكانية التعرض للإصابات كالمهام الغير معتادة. ويجب على موظفو صحر الألمنيوم والمتعاقدين التأكد من تقييم جميع المخاطر المتعلقة بالمهام الغير معتادة التي قد تكتشف عند التقييم التام للمهمة.

وإذا حدث تغيير في النطاق المحيط بيئة العمل أثناء القيام بالمهمة عندها يجب مراجعة تقييم المخاطر لتحديد المخاطر التي قد تنتج من ذلك التغييرات أن الفشل في ذلك قد يؤدي إلى حدوث وفاة أو أكثر كما يجب على جميع الموظفين التأكد من استخدام أداة تقييم المهمة قبل البدء بها بشكل يومي والذي سيساعد في تحديد المخاطر المحتملة في مكان العمل وتتيح تنفيذ الإجراءات التصحيحية للتحكم في المخاطر.



Rule 8 القاعدة

Golden Rules 8 القواعد الذهبية

Mobile Phone

Restricted Usage of mobile phones and/or any electronic device for the non-permitted individuals during the operational activities and/or in maintenance areas.

Mobile phones and electronic device use are well documented as a distraction when carrying out any tasks. The use of a mobile phone or electronic devices whilst carrying out a task can result in severe injury, major damage or even a fatality. In some cases, however, mobile phones or electronic devices are used as part of the work activity. In these instances, the mobile phone or electronic device may only be used if the user is authorized to do so. The user shall be in a safe hazard free area or the use of the device has been risk assessed and is part of the SOP. To ensure the safety of our employees, contractors and visitors, mobile phone and electronic device use is restricted in all operational and maintenance areas unless the user has been authorized by the department manager.

الهاتف النقال

الاستخدام المحظور للهاتف النقال أو أي جهاز إلكتروني غير المصرح لهم خلال العمليات التشغيلية أو الصيانة.

أثبتت الدراسات في مجال استخدام الهواتف النقال والأجهزة الإلكترونية أنها تقوم بتشتيت ذهن العامل أثناء تأدية أي عمل وتعتبر من العوامل الرئيسية التي تؤدي إلى أضرار كبيرة بالمعدات أو إصابات خطيرة يمكن أن تصل إلى حالة الوفاة. ومع ذلك فإن استخدام الهواتف النقال والأجهزة الإلكترونية في بعض حالات العمل يعد من أساسيات أداء عملنا وهنا يجب أن نقوم بتذكير في خطوات التشغيل الآمنة وأيضاً يجب في استمرارية تقييم المخاطر على أن يكون الموظفون مصرحاً له ويتم استخدامه في منطقة آمنة إن من أولويات وأساسيات شركة صحر الألمنيوم الحفاظ على سلامة العاملين والمتعاقدين فيها وعلى الزائرين لمرافقنا. لذلك يجب التنويه بمنع استخدام الهواتف النقال والأجهزة الإلكترونية بدون إذن مسبق من مدير القسم الذي يعمل به أثناء تأدية أي عمل كان سواء في منطقة نشاط العمليات أو في منطقة الصيانة.



General Site Rules

10 fingers, 10 toes, 2 eyes, 1 nose...Safety counts

Communication

All personnel to ensure that effective communication exists (meaning that communication must be clear, concise and understandable). When communicating ensure that one common language is used. The spoken language at Sohar Aluminium is english. Where contractor employees speak in a foreign language it is the contractors' duty to ensure that the contractor work supervisor is conversant in both english and the required foreign language. When safety is discussed or instructions are being given it is the duty of the contractor work supervisor to ensure the message has been effectively communicated by requesting employees to reaffirm the message that was received.

SA provides various methods of communication i.e. broadcaster, visual displays, posters, e-mail, internet, verbal, two-way radio etc. All relayed messages must be rolled down to the workforce by the team supervisor.

Substance Abuse

Sohar Aluminium has a zero tolerance approach to drugs and alcohol use. Contractors are to ensure that their employees are aware that any person found intoxicated will be tested for substance abuse at Sohar Aluminium's internal clinic and if intoxicated removed permanently from site (further action may be taken). When employees are using medication, this needs to be reported to SA Clinic, some medication could impair their ability to safely undertake their duties, or increase the risk of injury to themselves or others.



General Site Rules

Avoid the worst. Put Safety first.

Reporting of Incidents

To be the best we need to learn from our mistakes. Sohar Aluminium requires all incidents or safety transgressions to be reported immediately. No matter how small the incident the area responsible person must be informed immediately. Failing to report an incident will lead to a non-conformance being lodged. Sohar Aluminium will investigate any non-conformances and depending on the severity, appropriate action will be taken.

Incidents may include the following: first aid, medical treatment, lost time injuries, ill health, near miss incidents, property damage, environmental damage and / or dangerous occurrences.

All injuries and treatments must be reported to SA Health Center and the injured person need to be referred to external medical center if needed.

Note: Sohar Aluminium operates an in-house medical facility / fire department and plant protection 24 / 7, this is the first line of action for any injuries / accidents or fires.

Confined Space

A space can be classified as a confined space if it is not large enough for a person to enter and work, could contain or has the potential to contain a hazardous atmosphere, has limited or restricted entry and exit point, could contain a material that has the potential to engulf an entrant or with no or poor air circulation could cause asphyxia and is not designed for continuous occupancy. Confined space permits are issued by Plant Protection and accepted by the area supervisor. Working in such areas requires prior approval by the area owner and access is only allowed once the confined space is deemed safe to enter and the confined space permit is issued. If any doubt exists with regards to confined space, Plant Protection must be called and they will be able to provide clarity.



General Site Rules

Housekeeping you skip may cause a fall or slip

Hot Work

"Hot work" is work that could produce a source of ignition, such as a spark or open flame. Examples of hot work include welding, cutting, grinding or any work that can cause a fire.

Before any hot work can be done a hot work permit must be attained from the responsible person for the area. Depending on the type of hot work, the location and environment special precautions may have to be taken. These are addressed by the person responsible for the area in conjunction with Plant Protection. As a person carrying out hot work ensure that the area is free from flammable substances prior to starting, all hot work equipment must be in good condition (inspection sheets), gas bottles, cylinders must be secured and personal protective clothing inspected. Only trained personnel must carry out the work, fire watch must be present before and 30 minutes after and all Protective Equipment are available (fire extinguishers, fire blankets, flash

back arrestors, protective screens etc. are mandatory and must be supplied by the contractor).

Housekeeping

Housekeeping is not just about cleanliness. It includes keeping work areas neat, orderly and free from slip and trip hazards. The removal of waste (paper, cardboard, containers, used chemicals etc.) from the work area is valuable in reducing accidents. Working areas, stairways, passages, emergency exits, fire fighting and safety equipment must be kept clear at all times. If required, working areas must be barricaded off and appropriate warning notices erected. All work areas must be cleaned at the end of each day or at the end of any job. Housekeeping tools must be provided by the contractor.



General Site Rules

Being alert never hurts.

Hands and Fingers Safety

Hand and Finger injuries are one of the most common injuries at the work place. Sohar Aluminium recognizes the risks associated with working with your hands and have consistently focused on seeking measures to prevent injuries.

Before starting any job follow these simple rules:

- Select the correct glove for the job.
- Do not use banned tools.

- Know how the tool works and use it as intended.
- Carry out pre-start task analysis and risk assessments.
- Look out and Identify pinch points.
- Look out and Identify sharp edges.
- Remove rings and bracelets.
- Look out for hot surfaces.
- Never put your hands / fingers in the line of fire.



General Site Rules

Gloves Matrix

PVC Dotted, Double Sided Glove قفاز مصنوع من مادة بي في سي منقط من الجانبين	
Leather Rigger قفاز من الجلد	
Sensilite Glove قفاز بولي يوريثان PU	
Latex Coated Glove قفاز مغطى باللاتكس	
Hot metal Glove قفاز المعادن الساخنة	
TIG welding Glove قفاز اللحام TIG	
Chemical Glove قفاز المواد الكيميائية	
Nitrile Showa 377 قفاز نيتريل شوا 3	

General Site Rules

Gloves Matrix

Nitrile Glove قفف نيتريلا		
Disposable PVC قفف بولي كلوريد الفينيل		
Electrical Insulating Hand Glove قفف عازل للكهرباء		
Thermal Protection Glove قفف واق من الحرارة		
Half Aluminized Finger قفف ذو اصبع الالمنيوم		
Hot Temperature Glove, kevelar قفف للحرارة العالية kevelar من الليف		
Heat Resistant, KPG10 قفف مقاوم للحرارة		
Anti-vibration Glove قفف للإهتزاز		

General Site Rules

Danger never takes a vacation

Respiratory Protection

Always ensure that you know what the Personal Protective Equipment requirements are for the area you are working in. The below respirators and dusk masks have been approved for use at Sohar Aluminium. Always make sure that your respirator or dust mask is used correctly and filters changed timeously. SA occupational

hygienist is always available to assist and provide advice if needed. All contractor work force working on dust environment & gas fume must under go for a respiratory fit test and must maintain a non hair facial condition. These respiratory protection must be clean before each use and stored in the right place.



Positive Pressure Check



Negative Pressure Check

General Site Rules

How to wear a Respirator

كيف ترتدي قناع التنفس - قناع نصف وجهي

How to Wear a Respirator - Half-Face Respirator



1

قم بضبط حامل الرأس مع التأكد بوضع جهاز التنفس على الوجه.
Adjust head cradle size to fit crown on head and the respirator over mouth and nose.



2

قم بتهيئة الحزام الخلفي باستخدام المشبك، ثم قم بشد الطرفين لإحكام العلق حول الرقبة.
Hook the back straps and tighten them by pulling the ends.



3

قم بشد الأشرطة العلوية عبر سحب نهاياتها لتحصل على وضع محكم ومريح للرأس.
Tighten the top straps by pulling on ends to achieve a comfortable and secure fit.



4

قم بفحص قناع التنفس عن طريق الضغط على الفلاتر الجانبية وسحب الهواء بقوة والتأكد بعدم وجود تسريب للهواء.
Test the respirator by pressing on the cartridges and inhaling deeply.

كيف ترتدي قناع التنفس - كمامة

How to Wear a Respirator - Face Mask



1

ضع الكمامة حول فمك وأنفك.
Position the mask over your mouth and nose.



2

اسحب الشريط العلوي أعلى الرأس ثم قم بسحب الشريط السفلي خلف الرقبة.
Pull the top strap over your head just above your ears and pull the bottom strap over your neck.



3

استخدم اصبعك مع الإبهام كل واحدة في جهة من الأنف لتعديل الكمامة على الأنف.
Use a finger and thumb (one on each side of nose) to mould it to your nose.

General Site Rules

Half Mask & Headtop



Filters



Powered Air Purifying Respirators



Filters



General Site Rules

Dust Mask

3M 8835 Dust mask, P3	
3M 9332, Dust mask, P3	
3M 9926, Dust mask, P2	
3M 8214 Welding mask	

General Site Rules

Chance takers are accident makers

Personal Protective Equipment / Clothing (PPE/C)

Each contracting company is responsible for supplying its employees with Personal Protective Equipment and clothing that meets Sohar Aluminium's health and safety requirements / standards. Sohar Aluminium will only supply PPE/C if previously agreed upon under the contractual agreement between the Contractor and Sohar Aluminium.

It is the Contractors' duty to ensure that PPE/C are regularly checked and inspected. All damaged or expired PPE/C must be removed from use immediately. Sohar Aluminium will from time to time conduct PPE/C audits. Contractors shall ensure that Personal Protective Equipment is maintained and used by their employees and sub-contractors in relation to hazards associated with their work. Non complying personnel will be removed from site.



General Site Rules

Personal Protective Equipment/Clothing

Hot Metal

Blue Jacket - Gents



Blue Jacket Ladies



Scarf Ladies



Orange Jacket – Second Layer



Pants



Hot Metal Boot



General Site Rules

Personal Protective Equipment/Clothing

Non Hot Metal		
Grey Shirt		
Grey Pants		
Safety Boot - Gents		
Safety Boot - Ladies		

General Site Rules

Personal Protective Equipment/Clothing

Office

Blue Shirt



Laboratory

Blue Coat



Undergarments

Grey Cotton Shirt



Socks



General Site Rules

Mobile Equipment

Mobile Equipment

Only vehicles with a site access pass or escorted by a Sohar Aluminium Employee will be allowed into the Smelter. All mobile equipment brought onto site must be ROP Licensed and have their lights on. Vehicles must be in good condition and be inspected on a daily basis (use a vehicle checklist). Vehicles may only be operated by ROP licensed personnel who's license is valid and related to the vehicle being operated.

On the site, production vehicles have right of way. A minimum of 3 meters must be maintained from all mobile equipment in operation. Contractors are to ensure that all site traffic rules are obeyed and vehicles can only be allowed into departmental areas with permission of the area owner. All personnel in the vehicle must wear a seat belt.

Please ensure that all vehicles are parked in reverse and never left idling without a driver being present. Maximum Speed on site is 30km/h and 10km/h inside buildings. All vehicles must be fitted with a reverse alarm and shall be only Diesel. Vehicles must be registered under a company

name and have a red number plate, yellow plate (private vehicles) vehicles will not be allowed on site.

Note: A SITE ACCESS PASS DOES NOT MEAN UNRESTRICTED ACCESS TO ALL AREAS.



The graphic features a blue header with the Sohar Aluminium logo and the title 'Safe Driving Checklist'. Below the header is a photograph of a driver's perspective from inside a car, showing the steering wheel, dashboard, and a view of a building entrance through the windshield. A list of 18 numbered rules is positioned to the right of the image. At the bottom of the graphic, a black bar contains the text: 'IF ANY OF THE ABOVE RULES ARE BREACHED, THE VEHICLE ACCESS PASS WILL BE REVOKED.'

Safe Driving Checklist

- 1) Vehicles must be inspected prior to use. Checklist must be available in the vehicle.
- 2) Only operate the vehicle if you have the valid license to operate it.
- 3) Ensure the vehicle registration is valid.
- 4) Major defects in the vehicle are repaired prior to entering SA premises.
- 5) All persons in the vehicle must wear a safety belt while the vehicle is moving.
- 6) No Contractor's vehicle repairs should be carried out on SA premises.
- 7) Speed limit on site is 30km/h on roads, 10km/h in buildings and 8km/h in Casthouse.
- 8) Sound horn before entering any building.
- 9) Switch on driving lights while vehicle is in motion.
- 10) Switch off vehicle ignition when no driver is in the driver's seat.
- 11) Maintain 4 cars distance from any production vehicle.
- 12) Keep a 3 meter safe distance from any vehicle in operation.
- 13) Give right of way to all hot metal vehicles.
- 14) Do not enter a department parking or building unless you are authorized.
- 15) Always park in reverse and apply the parking brake.
- 16) Always obey all traffic rules and signs.
- 17) Do not overtake other vehicles.
- 18) Stop the vehicle completely before entering any intersection.
- 19) All loads must be secured.

IF ANY OF THE ABOVE RULES ARE BREACHED, THE VEHICLE ACCESS PASS WILL BE REVOKED.

General Site Rules

Don't be a fool. Use the proper tool.

Specialized Mobile Equipment

Mobile equipment such as Cranes, Boom Lifts, Scissor Lifts, Forklifts, Tractors, Excavators etc. need to have specific inspection certificates that certify they are safe to use. These vehicles may only be operated by personnel who are licensed by ROP / or 3rd party and authorized / competent i.e. must have a certificate of competence from a recognized training facility to use these vehicles. Sohar Aluminium area responsible person may at any time request proof of License and vehicle inspection certificates (these must be readily available at all times). When operating such vehicles the area must be barricaded and access restricted, this is the responsibility of the vehicle operator. At the end of each work day the vehicles must be inspected, left in a safe condition and parked in designated parking areas as decided by the area owner.

As a minimum these vehicles must:

Be fitted with a seat belt / restraint system, which must be used at all times whilst equipment is being operated.

Be fitted with side view mirrors if these equipment are driven with operators in a cabin.

Have a flashing orange light while operating.

Have a reverse warning system (e.g. beeper).

Have safety warning signs.

Have appropriate fire suppression equipment.

Have movement alarms on Boom Lifts and Scissor Lifts.



General Site Rules

Get Smart! Use Safety from the start.

Working At Heights

Its defined as whenever people are at risk of falling from, into or through one level to another (above ground or below ground) Working at height will be applicable where the distance between the ground surface, the person's feet or the potential fall into a next level is equal or greater than 2 meters. Where work is carried out on a working platform where no potential to fall exists, this work is not classified as working at height. (e.g. Scaffolding permanent platforms and Mobile elevated working platform.

All working at heights, where there is potential to fall 2 meter or more must have working at height permit, including personal trained on the same .The working at height permit must be prepared by the area owner, normally the area supervisor and the rescue part will be approved by plant Protection after checking the permit requirements are met.

The trainings for contractor for working at heights must be done by external party ,that includes Practical and theory. The certificates for training must be handed over to EHS department before

starting the work. All working at height task must be stopped in bad environmental condition like rain and wind.

Aluminium, metal or conductive ladders are not allowed on site. Scaffolding will only be allowed by SA approved scaffolding vendor. Where elevated work is undertaken, the area below shall be suitably barricaded and signages posted for unauthorised entry.



General Site Rules

Personal Protective Equipment/Clothing

Laydown Areas and Ablution Facilities

Prior to starting any work the Contractor must agree with the area responsible person on allocated areas for laying down of tools and materials. These areas must be barricaded and housekeeping must be maintained. All welfare facilities provided by SA must be taken care in terms of maintain during usage . Contractors will be disciplined if observed sleeping in these facilities.

The abluion facilities, drinking water and eating areas must also be agreed with the area personnel. Depending on the number of workers special provisions may need to be made. This must be done prior to starting any work. For large project work these facilities must be highlighted in the Scope of work.

Abnormal Loads

All abnormal loads being brought onto any SA premises must be passed through Plant Protection. Special routes may have to be followed due to height restrictions and overhead lines. All abnormal load vehicles must be properly inspected and the loads checked for tightness prior to entering site. Once on site the vehicles must be escorted at all times and sufficient space allowed for stopping / interaction with production vehicles.

NOTE: Production vehicles have right of way at all times, thus re-routing may be necessary.



General Site Rules

Trenching, Excavation and Demolishing

Trenching, Excavation and Demolishing

All trenching, excavation and demolishing work can only be carried out with a valid excavation permit. These permits are issued by SA Engineering department in consultation with all the utility departments (water, gas, electricity, sewer etc.). Once permits have been received, it will be the duty of the contractor to ensure adequate barricading is done with signs posted for danger (deep excavation, unsupported trench, falling rubble etc.).

Where an excavation or trench is to be entered by a person, the contractor and area responsible personnel/project engineer must ensure that all support structures and control measures (shoring) are in place and are suitable to prevent the collapse of the excavation or trench. In all instances proper risk assessment and hazard analysis must be carried out prior to such work being undertaken.



General Site Rules

Learn from others mistakes, don't have others learn from yours

Permits / Risk Assessments / Work Method Statements/ Scope of Work

Prior to any work commencing each and every job must have a pre-start task analysis, risk assessment and permit to work carried out. For detailed engineering jobs a Scope of Work (SOW) and Work Method Statements (WMS) must be available and

followed. All personnel in the work team must understand the dangers and the work to be done. Specialized permits exist for specific tasks e.g. Hot work permit, confined space permit etc.



General Site Rules

Success is no Accident

Language Barriers

The business language at SA is English. For convenience and to promote safety our general site inductions are carried out in English, Arabic, and Hindi. All contracting companies working at SA are to ensure that their supervisors and management team are fluent in English. Contractor supervisors are required to also be conversant in the language of the workforce. Meaning that if the workforce speaks multiple languages then the supervisor must be able to speak all the languages and must be fluent in them. If this is not adhered to the work will be stopped and the team removed from site until a translator is provided by the contracting company. It is vital that all communication is clear, precise and can be understood by the workforce.

Noise

All equipment with noise emissions that exceed the statutory action level of 85 dB can be identified as a noise hazard and all personnel operating or working in proximity to that equipment must use approved hearing protection if the noise level cannot be reduced by engineering controls. For such work activities that will be carried out over a prolonged period, signage must be in place to make personnel aware of the dangers.



General Site Rules

Safety by choice, not by chance

Suspended Loads

All lifting activities must be barricaded and a minimum fall radius distance maintained from the furthest reach or any part of the working area. No work must occur under a suspended load. Where load rotation can occur, taglines need to be in place. Always ensure that loads are not left suspended longer than required. If work activities stop for the day always ensure that loads are lowered and area is left in a safe condition. All lifting activities shall have a lifting plan in place as per SA Lifting Operation Standard.

Banned Tools / Tools in Use

No modified tools will be allowed to be used within any of SA premises. SA has identified a list of tools that can potentially be harmful if used incorrectly. These tools have been banned and are not allowed on site. In addition to banned tools all electrical rotating equipment must not have a mechanical latch to keep the equipment in the on position i.e. if the on button (dead man switch) is released the equipment must switch off. These are specifically for rotating equipment e.g. grinders, drilling machines, blowers etc.



Adjustable Spanner



Non-retractable Knife



Grinders above 7 Inches



Double Ended Crowbar



Screw-gate Carabiner



Test Lamp, Electrical Tester



Cut-off Grinders

General Site Rules

Don't be hasty when it comes to safety.

Banned Items on Site

Due to the nature of our business and the hazards associated with molten metal the following items are banned from being brought onto any of SA premises.

Butane Lighters
Pressurized Cans
Metal liquid containers
Glass bottles
Weapons



Compressed Cans



Soft Drink Cans
& Glass Bottles



Butane Lighter



Alcohol & Drugs



Conductive Ladders
(Except Wood & Fibreglass)



Weapons & Knives



Grinders above 7 Inches/
Non Retractable Stanley knives



Thermos flasks



Pacemakers

Cameras / Mobile Phones

No photos, Video or audio recordings are allowed to be taken on site without prior permission from SA Management Team.

No Talking and No Texting While Walking or Driving.

Only in Designated Areas Need Permissions



Jewellery



Photography



Plastic Bottles



Smoking

General Site Rules

Accidents hurt, safety doesn't.

Hazardous Energy Control (HEC)

HEC system has been designed to prevent injury or damage caused by the unexpected energization or start up of machinery or equipment or the unexpected release of energy which can be highly dangerous to persons and surroundings. All contractors are to follow SA HEC rules when working on site. It shall be the area responsible persons duty to ensure that the equipment has been isolated and safe to work on. It shall be the contractors duty to sign on the permits and ensure that where a lock box system is used each of his/her workers places a personal lock. (This procedure will be made available on request)

Each person working on the equipment or system shall be protected by his/her personal lock.

Personal Locks shall only be applied and removed by the PERSON owning the lock. No Duplicate Key allows to be kept for Personal Locks.

SA can supply contractors personal lock on a loan basis and any person receiving a temporary personal lock must fill in the Personal Lock Register.

No person is to leave site without signing off the permit and removing his or her lock. Always ensure that the work area is returned to an acceptable state and the isolation authority consulted prior to leaving site.

Always test for live and ensure that ZERO ENERGY exist before working. Contractors personal lock colour Brass with identification label.



General Site Rules

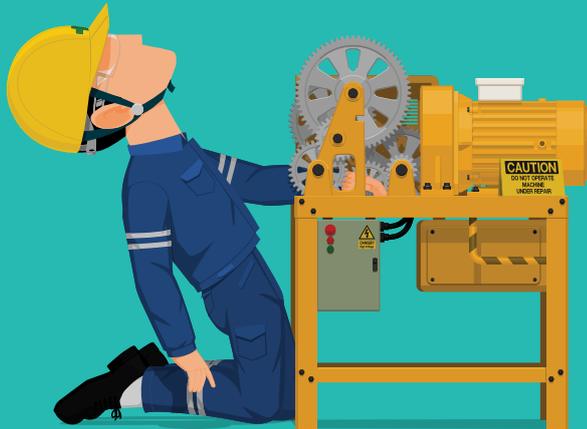
When you gamble with Safety...you bet your Life

Jewellery / Loose Clothing / Long Hair

Due to the risk of snagging on moving / rotating equipment / machinery, all personnel entering any production areas are to ensure that they remove all jewellery (Rings, Bracelets, Steel Band Watches, Loop or Hanging Earrings, Neck Scarfs etc.) prior to entering. All loose fitting clothing must be tucked in and all long hair tied.

Magnetic Field

Due to SA using high DC power, a large magnetic field is created in the Potline and Rectifier areas. All personnel entering these areas should be aware when using metal tools. In addition metal or conductive ladders are banned in these areas. Personnel using pacemakers are not allowed beyond the Administration building. Items that are magnetic sensitive should not be brought into these areas (i.e. credit cards with magnetic strips, analogue watches, cameras, laptops, implanted defibrillators etc.).



General Site Rules

Trying to make up time could cost you your life

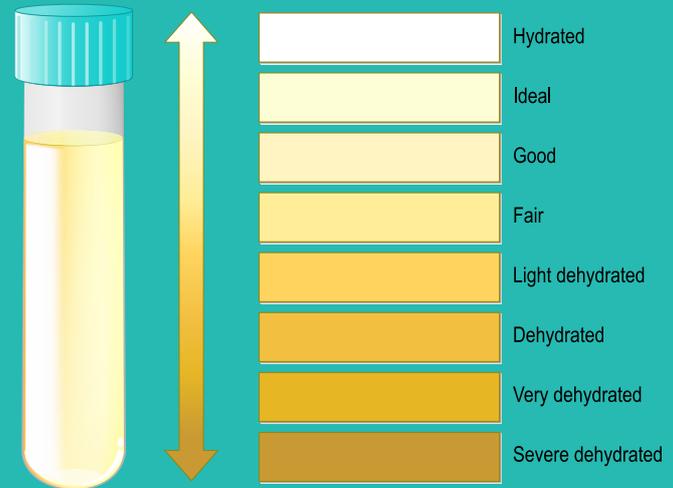
Heat Stress

When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat cramps, heat exhaustion and the more severe heat stroke can occur.

To minimize the risk of any of these symptoms the following must be followed:

- Acclimatization (Short work exposure early in the hot season, followed by gradual increases in intensity and duration).
- Frequent work breaks in an area that is cooler than the work environment.
- Drink plenty of water or non-caffeinated beverages.
- Wear light-coloured, loose-fitting clothing (only in non operational areas where the risk of snagging is not evident).
- Do not work on an empty stomach.
- Heat Management Plan is compulsory during the summer months or hot days

Urine Colour



Monitor Your Urine

Light Yellow

You are hydrated
Keep it up

Strong Yellow

You are dehydrated
Drink more water

Dark Yellow

You are very dehydrated
Drink water immediately

General Site Rules

Heavy Lift

Abnormal Loads

All abnormal loads being brought onto any SA premises must be passed through Plant Protection. Special routes may have to be followed due to height restrictions and overhead lines. All abnormal load vehicles must be properly inspected and the loads checked for tightness prior to entering site.

Once on site the vehicles must be escorted at all times and sufficient space allowed for stopping / interaction with production vehicles.

NOTE: Production vehicles have right of way at all times, thus re-routing may be necessary.



General Site Rules

Safe crane operation is uplifting

Lifting

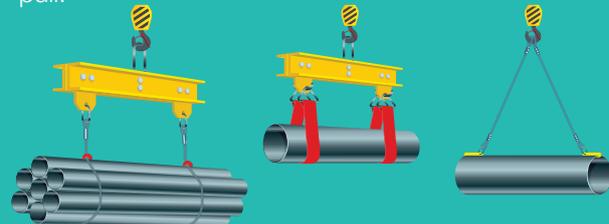
Every lift carries a set of risks that needs to be managed in order to prevent an accident from occurring. Unsafe lifting operations can result in catastrophic outcomes involving multiple fatalities and serious injuries as well as extensive damage to properties and facilities. All lifts to be identified by using the lifting flow chart available in the lifting standard. At SA 2 types of lifting can be done and are governed by the following prerequisites:

Standard Lift - A lifting operation where the weight of the load(s) can be simply established, using fixed lifting points or lifting frames and where there are manageable hazards or obstructions within the area of the operation. The standard lift involves the use of basic hoisting equipment directly above the load. The load must also have certified lifting points or be relatively easy to sling.

Complex Lift - A lifting operation which requires more complicated slinging, or more than one

crane to lift the load, or cranes using load enhancement equipment, lifting of persons or when the lifting operation is at a location with exceptional hazards.

All lifting activities on site must be checked and approved by the area responsible person prior to the lift being done. For standard and complex lifts a lifting plan must be prepared and approved. Only competent certified personnel are allowed to carry out lifts. It shall be the Contractors' responsibility to supply competent and certified equipment for such activities. Only known loads may be lifted and never use lifting equipment to pull.

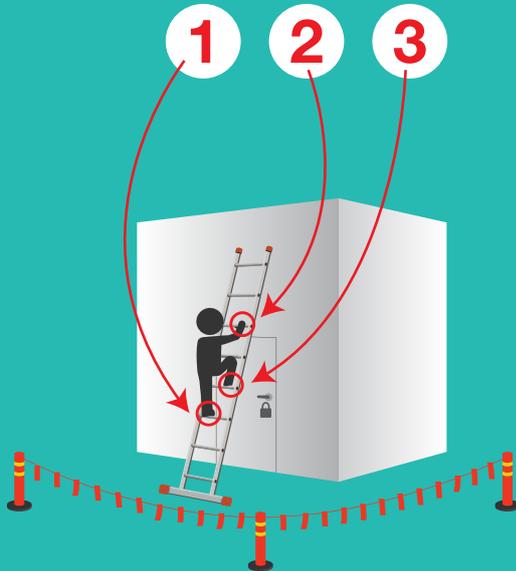


General Site Rules

Stop! Think! Then Act!

3 Point Contact Rule

Ensure that when climbing or descending any stairs, ladders, vehicles etc. 3 points of contact are always used i.e. two hands and one foot, or two feet and one hand.



General Site Rules

Stop! Think! Then Act!

Evacuation / Assembly Points

Prior to working in any area the area representative shall highlight the closest assembly point in the event of an emergency or evacuation. It is your duty to efficiently move to the closest assembly point on

hearing the evacuation sirens or fire alarms. The area fire warden will conduct a role call and ascertain if any person is missing. Full support shall be given to the fire warden. Contractors will have trained fire wardens during major outages and Projects



EVACUATION PROCEDURE

- 1** WHEN ALARM SOUNDS, LEAVE IMMEDIATELY BY THE NEAREST EXIT.
- 2** PROCEED IN ORDERLY MANNER TO ASSEMBLY POINT
- 3** REMAIN AT ASSEMBLY POINT UNTIL ALL-CLEAR IS GIVEN.



General Site Rules

K.I.S.S – Keep it Safe and Sound

Smoking

Smoking is restricted on site and is only allowed in specially designated areas. Please ask the area responsible person to point these areas out if you are a smoker. As a note butane lighters are not allowed on site.

Fire Extinguishers / Fire Hose and Open Fires

No open fires are allowed on site. Fires are only allowed with prior permission from the area

Manager and must be in a specially designated area. In the event of a fire, Plant Protection must be called on **26863333 or 3333 (Smelter) and 26863939 (Power Plant)**. Fire extinguishers may be used as a first line of defense. The use of any fire extinguisher must be reported immediately to Plant Protection or the area responsible person. Only trained personnel may operate the fire hose and this must be with the permission of Plant Protection.



General Site Rules

A casual attitude towards Safety = Casualty

Waste Management

SA follows the Sultanate of Oman's Laws that govern waste management and has a strict control on all waste generated on site whether it be hazardous, food, general, metal, wood or industrial waste. As a contractor working on SA premises, all waste generated must be controlled as per SA rules and regulations. If the contractual agreement between SA and the Contractor states that waste generated must be disposed off by the Contractor then it is mandatory that the Contractor disposes of such waste as per the Sultanate of Oman's laws. Contractors are to submit their waste management plan prior to starting work and all waste disposal consignment papers shall be submitted to SA.



All waste disposed of in SA waste bins shall be segregated and the Contractor shall ensure that no cross contamination exists. Never overfill any waste bins / skips.

In addition to the above any oil, chemical or hazardous substance spills shall be reported immediately and contained. SA Plant Protection team and EHS environmental team will advise on disposal and containment measures in the event of a spill.

The following color coding exists with regards to waste bins on site:

1. Paper	Blue
2. Food waste	Grey
3. Non-hazardous non-recyclable	Yellow
4. Non-hazardous recyclable	Green
5. Hazardous non-recyclable	Red
6. Hazardous recyclable	Orange
7. Medical waste	Maroon



General Site Rules

For your health and the health of the planet

In the event of task or in the working vicinity, if any moving scorpions, snakes, spider, etc., seen than do not harm them and try to move them. Please report to the Plant Protection team available in SA and pest control team need to be called at 26863397.

If there is any new rules and regulation related to the health of all employees in SA facility,the

contractors will need to follow new rules and regulation (example COVID-19 Pandemic).

Any incident concerning environment will have to be declared and shared to the contract holder and the environment team.



General Site Rules

Whistleblowing Policy

If you are aware of suspected waste, fraud, a violation of rules or abuse of Sohar Aluminium Company LLC (SA) funds, SA encourages you to report it immediately. SA treats each report of alleged waste, fraud, or abuse as a serious and urgent matter requiring immediate attention. All reports are considered confidential. SA commits to protecting you from reprisals i.e., any action taken against you because you filed this report.

If you believe there is a misuse of funds or a violation of rules:

1. Contact SA as described below:
If calling, the SA Hotline on +968 2686 3317, tell the person you want to report a whistle-blower matter" concerning SA waste, fraud, or abuse. Specially designated staff will record your report.

If submitting a report via e-mail to, hotline@sohar-aluminium.com, please reference "whistle-blower matter" in your subject line. SA staff will respond to your submission.



Whistleblowing Policy

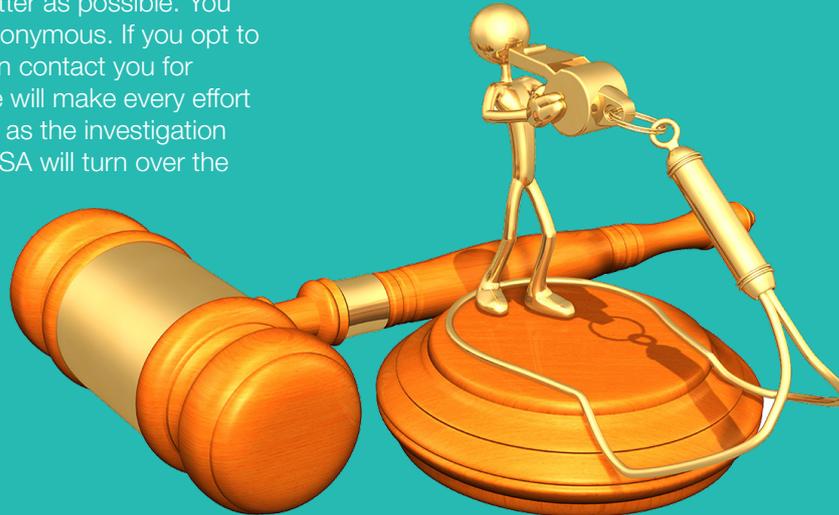
Whistleblowing Policy

If submitting a written report please reference “whistle-blower matter” in your report and drop off the report in a sealed envelope addressed to the Legal Counsel, Legal Department, Corporate Affairs, Main Administration Building, Sohar Aluminium.

2. The SA staff person who contacts you will ask a series of questions to obtain as much information about the matter as possible. You may choose to remain anonymous. If you opt to identify yourself so SA can contact you for additional information, we will make every effort to maintain confidentiality as the investigation proceeds. If appropriate, SA will turn over the

report and results of our investigation to law enforcement officials.

3. After your report is received, it will be investigated. Because the report and investigation are confidential, it is at SA's discretion to provide details about the status or outcome of the investigation.



Contact Information

Alert Today. Alive Tomorrow.

Sohar Aluminium Co. LLC

PO Box 80, Postal Code 327, Suhar Industrial City,
Suhar, Sultanate of Oman
Tel: +968 26863000
Fax: +968 26883001
Email: Info@sohar-aluminium.com
Website: www.sohar-aluminium.com

SA Plant Protection / Emergency

SA Power Plant Emergency No.
Tel: +968 26863333
Tel: +968 26863939

General Emergency Number of the
Royal Oman Police (and Fire Brigade)
9999 (within Oman)
or +968 26840099/
+968 26840096/+968 26840286

Civil Defence Station Suhar (Fire Brigade)

Civil Defence Port Station
Tel: +968 26864497
Tel: +968 26750320

Emergencies Suhar Hospital
Tel: +968 26840399
Tel: +968 26844555

