

# HEALTH AND SAFETY POLICY

Creation date: 15/3/2020 Review date: 15/3/2023

HAT Analytics Solutions

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This policy reflects the commitment of HAT Analytics Solutions Ltd (the Company) to do everything in its power to ensure that no employees, customers, visitors or members of the public are harmed, either in the performance of our work or as a consequence of it. HAT accepts the responsibilities, as a matter of legal obligation and moral obligation to protect and promote the health, safety and welfare of its employees and others.

## Company Approach to Health and Safety

The Company is committed to promoting a positive and proactive Health and Safety culture in which all employees are consulted and engaged in sustaining and improving safety practices within the company and are empowered to voice their concerns and ideas for improvement. To this end there is an open door policy with regard to Health and safety matters:

- Explanation of both this policy and any Health and Safety procedures arising from it is a part of the induction process for new employees. Health and safety is an agenda item of every meeting concerning performance of work on site and employee performance.
- All Health and Safety related documents are open to employees for inspection.
- All employees are aware of all Safety related procedures and documentation, which are updated and maintained in a controlled manner.
- Employees are consulted about proposed changes to this policy and any arrangements for its promotion and implementation.

Because our business involves work across a diverse range of industries, hazards faced by employees may change from site to site and from day to day. In addition employees will usually work as individuals, with only one employee on a given site at one time. In this context it is extremely important to identify and manage risks diligently; HAT therefore undertakes to provide training in risk assessment to all employees responsible for field work. It must be recognized that prior risk assessments cannot cover all eventualities and changing circumstances may bring additional risks. Employees are empowered and indeed required to take responsibility for their own safety and must **stop the job** if it becomes apparent that risks are unacceptable and/or not adequately controlled.

The company recognizes its wider obligations to its customers, suppliers and the public and will use its best endeavors to ensure that anyone who may be potentially affected by its operations will be protected under this policy.

This policy will be regularly reviewed with a view to continuous improvement – as a minimum at six monthly intervals. In order to proceed on

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a factual basis it is imperative that **employees report all unplanned incidents with potential to cause harm (near misses)**.

## Specific Company Responsibilities

The company will make every effort to comply with the obligations laid down by relevant legislation by:

- a) Providing a safe workplace and healthy working environment, wheresoever situated, with safe access to and from the workplace.
- b) Provide a sound process for identifying, assessing and managing risks, whether the risks arise from its operations or are inherent in the sites at which work is carried out.
- c) Provide information, training, supervision and instruction to enable all employees to carry out their duties safely.
- d) Provide equipment which is fit for purpose and designed, constructed, operated and maintained in a safe manner.
- e) Provide a high standard of personal protective equipment suited to the employee and adequate for the tasks undertaken and the risks faced.
- f) Provide safe arrangements for the use, handling, storage and transport of articles and substances.
- g) Provide first aid facilities and training.
- h) Provide the resources necessary to implement this policy and fulfill its obligations.
- i) Identify responsibility and accountability for Health and Safety performance.

## Specific Employee Responsibilities

All employees have an important part to play in the operation of the Health and Safety Policy, as well as specific obligations under relevant legislation.

Every employee has the responsibility to:

- a) Become familiar with this policy and conform to it and relevant safety instructions at all times.
- b) Take all reasonable care for the health and safety of themselves, their colleagues, visitors, customers, contractors and the public during the performance of the work they are required to do.
- c) Use protective clothing and equipment where necessary.

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- d) Not to interfere or misuse anything provided in the interests of health and safety.
- e) Give all assistance required in the investigation of accidents.
- f) Co-operate with the management in any efforts to comply with the Health and Safety.
- g) Promptly report to management any incident which caused, or may have led to, injury or damage.

## **Hazardous Materials**

Our activities at HAT do not require the use of hazardous materials. Nonetheless, in alignment with our commitment to safeguarding our employees, customers, and the broader public, we proactively train HAT employees in recognizing and assessing the risks tied to hazardous materials. This comprehensive approach includes conducting thorough site inspections, engaging in detailed consultations, and meticulously reviewing Material Safety Data Sheets (MSDS). To reinforce our risk management initiatives, we provide ongoing training and conduct regular competency assessments for all employees, guaranteeing they have the essential expertise to manage any potential hazards effectively.

## **Method Statement for vibration survey onboard vessel**

This method statement outlines the procedures and safety measures for performing vibration survey from rotating equipment onboard a vessel. The purpose of this task is to monitor the condition of machinery and identify any potential issues that could lead to equipment failure or safety hazards.

### **Scope**

This method statement covers the procedures for collecting vibration data from various rotating equipment onboard a vessel, including but not limited to pumps, motors, and generators.

### **References**

International Safety Management (ISM) Code, Company's Health and Safety Policy, Equipment Manufacturer's Guidelines.

### **Definitions**

**Vibration Data Collection:** The process of using specialized equipment to measure vibrations emitted by machinery to assess their operational

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condition.

## Responsibilities

The engineer is responsible for performing the vibration data collection safely and accurately, following all outlined procedures. The vessel's captain is responsible for ensuring overall safety onboard.

## Hazard Identification

Potential hazards include slips, trips, and falls, electrical shock, exposure to moving machinery parts, and confined space entry.

## Risk Assessment

Risks have been assessed and measures have been put in place to mitigate potential injuries related to the identified hazards.

## Control Measures

Ensure all pathways are clear, use insulated gloves when handling electrical equipment, follow lock-out tag-out (LOTO) procedures for moving parts, and obtain necessary permits for confined space entry.

## PPE Requirements

Safety helmet, safety glasses, hearing protection, non-slip safety boots, and high-visibility vest.

## Procedure

1. Review equipment manufacturer's guidelines for vibration data collection points.
2. Conduct a safety briefing and ensure all necessary PPE is worn.
3. Power down equipment if necessary, following LOTO procedures.
4. Set up vibration data collection equipment according to manufacturer's instructions.
5. Collect vibration data from designated points on each piece of equipment.
6. Ensure data is accurately recorded and stored for analysis.
7. Restore equipment to operational status if it was powered down.
8. Report any anomalies or safety concerns to the vessel's captain.

## Emergency Procedures

In case of emergency, follow the vessel's emergency response procedures. Immediately report any incidents or accidents to the captain.

## Review and Monitoring

This method statement will be reviewed annually or after any significant changes to equipment or procedures. Continuous monitoring will be

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conducted to ensure compliance.

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