

DOCUMENT AMENDMENT RECORD SHEET

Doc. # SL/FF/DAR

Issue #: 01

Rev. # 00

Issue Date: Feb 01, 2017

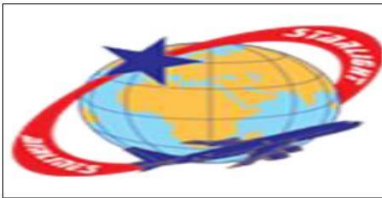
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Doc. Name: **ENVIRONMENTAL HEALTH AND SAFETY POLICY**

Doc. # SL/OHSE/01 Date of Issue: Feb 01, 2017 Issue # 01 Rev. # 00

Sr. #	Document Name / #	Page #	Line #	Revision Date	Rev #	Description of Change	Withdrawal Date

Prepared by:	Reviewed by:	Approved by:
QHSE Officer	Technical Manager	General Manager SL



ENVIRONMENTAL HEALTH AND SAFETY POLICY

DOC. # SL/OHSE/01

Issue # 01

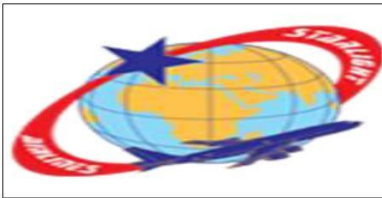
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Starlight HSE department established HSE policy which supports the development of a safe, healthy and well-managed work environment, and requires all of us to adopt good HSE behavior and to follow agreed rules and instructions in all our daily activities. Prioritizing the health, safety and occupational wellbeing of our employees, customers and partners is fundamental to everyone at Starlight.

The policy also states our commitment to ensure that movement of clients' goods is managed without damage to the environment; without hazard to personnel and without risk to the cargo.

QUALITY, HEALTH, SAFETY AND ENVIRONMENT (QHSE)


QHSE (quality, health, safety and environment) consists of three important elements that – together – represent the core of Starlight's all-round work concept.

Health and safety

Starlight is devoted to the highest standards concerning health and safety issues. We provide safe workplaces to our employees on every level. But occupational health and safety is also strongly influenced by employee behavior. We firmly ensure our employees' attention to safety concerning all aspects of their daily work. In this respect we support them with specially developed training programs.

Environment

Starlight is committed to minimize the environmental impacts of all its activities. We believe that environmental stewardship makes good sense. Therefore, we actively strive to reduce the impact of our work on the global environment. We continuously evaluate the environmental aspects of our activities to deliver environmentally sound services.

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1.0 Purpose

The purpose of this policy is to perform duty in an open space or any different location with different environment, moving from one place to another using all kinds of mechanical tools and equipment, the workers need specific skills with a healthy body condition.

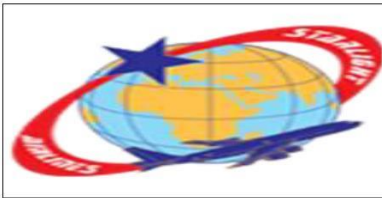
This management system has been developed according to the ISO specification for environmental and Safety management systems (ISO 14001; ISO 18001)) to build a fully integrated HSE Management System to reach a zero defect performance to avoid any mistake which may effects a fatal accident that will cause the lost of material or any human life. The company expects that the system refers the worker to the safety rules / regulation that may anticipate the unexpected events above.

2.0 Scope

This safety procedure applies for all starlight workers, as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

3.0 TERMS AND DEFINITIONS

Accident	Undesired event giving rise to ill health, injury, damage to the environment or property or other loss.
Audit	Systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving HSE policy and objectives.
Continual Improvement	Process of enhancing the HSE Management System to achieve improvements in overall HSE performance in line with company HSE Policy.
Hazard	Situation with a potential for injury, ill health, damage to the environment, damage to property or a combination of these.
Hazard Identification	Formal process of recognising that a hazard exists and defining its characteristics.
HSE	Health, Safety and Environment
Incident	Event that gives rise to an accident or which had the potential to lead to an accident. The term incident includes near misses.



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(HSE) Objectives	Defined HSE performance that Starlight has set itself and aims to achieve.
Project HSE Plan	A safety plan that must be developed at the beginning of each project detailing safety requirements that must be fulfilled at each stage of the project
Risk	Combination of the likelihood and consequences of a specified hazardous event (incident).
Risk Assessment	Formal method for the systematic identification of HSE hazards, assessment of risks and development of appropriate control measures to ensure that the risk is tolerable.
Safety	Freedom from unacceptable risk of harm (to people).
Site	Office, warehouse, or other facility owned or operated by Starlight or location where Starlight carry out their activities.

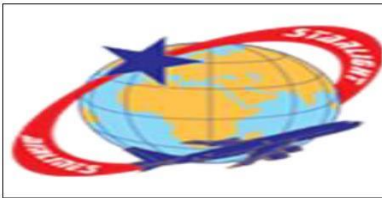
4.0 HSE POLICY

Starlight is committed to provide healthy and safe working conditions to all its associates and is focused on minimizing damage to the environment, wherever it operates. This will be accomplished through training, communication & performance measurement of identified HSE parameters and there by facilitating the continual improvement. Starlight shall strive to conduct its business in compliance with Legal regulations & other requirements and in line with interested party concerns. Starlight will systematically manage the occupational risks and environmental impact(s) identified and reported.

5.0 Responsibility

5.1 Supervisor or Management Responsibility

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health,



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safety and wellbeing

- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

5.2 **Employer**

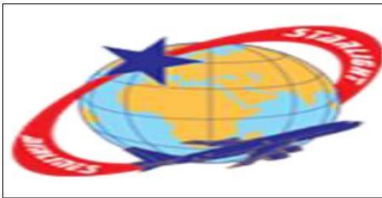
- Ensure and provide a safe place to work.
- Provide a safe entrance and exit to the workplace.
- Provide employees with the necessary training to be able to do their job safely.
- ensure secure cargo and safe handling, transportation and storage of equipment and materials
- provide personal protective equipment (PPE)

5.3 **HSE Officer**

- Ensure planning for HSE implementation
- Undertake periodic Risk Assessment
- Define control procedures and Implement the HSE Management programs
- Communicate significant changes, updates and other information to workers
- Stop any activity or operation which consider unsafe.
- Undertake Incident study and root cause analysis for HSE related incidents and submit the findings to manager.
- Review and support the Risk assessments activities

5.4 **Employees**

- ❖ Attend required training.
- ❖ Take care at all times and ensure that they do not put themselves or others and company property at risk by their actions
- ❖ Not misuse or interfere with anything that is provided for their safety
- ❖ Use any equipment and safeguards provided by their employer
- ❖ Always be aware of your own safety and the safety of others
- ❖ Prevent damage to equipment and the environment
- ❖ Comply with all policies, procedures and rules



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- ❖ Report promptly all unsafe conditions and practices to your supervisor
- ❖ Report all injuries and illnesses, no matter how minor, to your supervisor or the medic promptly
- ❖ Report equipment damage, near misses and every spill/release to your supervisor
- ❖ Always use the proper safety equipment/PPE
- ❖ Ensure your physical examination/health screening is up to date
- ❖ Ensure you have understood your worksite induction and participate in toolbox talks on each shift

6.0 Records / Reference

6.1 HSE Policy

Prepared by	Reviewed by	Approved by
Date:	Date:	Date:
QHSE Officer	Technical Manager	GM Starlight