Quality Manual on Health, Security, Safety and Environment (HSSE)

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1 Purpose

1.1 To establish a general procedure in handling all aspects of health, security, safety and environment.

2 Scope

2.1 The policy covers all aspects of:

2.1.1 Health

2.1.1.1 Wellness
2.1.1.2 Life Insurance
2.1.1.3 Personal Healthcare

2.1.2 Security

2.1.2.1 Safe Conduct
2.1.2.2 Freedom from Danger; Freedom from Harm

2.1.3 Safety

2.1.3.1 Fire
2.1.3.2 Typhoon or Storm
2.1.3.3 Earthquake
2.1.3.4 Accidents

2.1.4 Environment

2.1.4.1 Environmental Policy

3 Mission Statement

3.1 To promote a Safety Plan to be used every time Projects are executed by Guard-All and QuickAlert, wherein the roles of the Safety and Quality Leaders are highlighted to ensure commitment to work as a Team with other companies are upheld for the benefit of all involved.

4 Goals and Objective

4.1 Ensure that “Injury-Free” Programs are embraced by all employees of Guard-All, QuickAlert and other companies involved on the projects, moreover to track and monitor injuries and incidents for the purposes of learning and the prevention of future incidents.

5 Safety Policy and Plan

5.1 Guard-All shall supply and install at optimum cost, products of quality consistent with acceptable standards and maintain the products to its maximum efficiency.
5.2 Guard-All shall install effective systems integrating the quality efforts to produce services to most economical levels for full customer satisfaction.

5.3 Our responsibility is to provide safest conditions and equipment for our clients at all times.

6 General

6.1 Guard-All is the country’s leader in electronic security systems integration. The company recognizes its social responsibility by creating safer workplace and a healthier environment.

6.2 While pursuing our business objectives, we commit to minimize the adverse impact of our operations and services in the environment, and promote the health and safety initiatives to our employee and members of the community in which we operate.

6.3 We shall implement an integrated occupational health, security, safety and environment compliant with internationally recognized standards.

6.4 To continually improve our performance and ensure effectiveness of our system, we shall:

6.4.1 Comply with the laws and regulations applicable to our operations and services, the needs of our customers, the client’s corporate requirements, industry initiatives and other requirements subscribed to:

6.4.1.1 Strive to eliminate health and safety risk to our employees and members of the surrounding community through the use of appropriate technologies, safe operating procedures and best practices.

6.4.1.2 Safeguard and protect our employees, equipment, property, goods, information, corporate citizenship and other business interests.

6.4.1.3 Optimize efficient use of water, electricity, chemicals, and other resources.

6.4.1.4 Disposition of all wastes generated through safe and responsible methods.

6.4.1.5 Endeavor to prevent release of pollutants that can cause environmental degradation to air, water, land and inhabitants.

6.4.1.6 Provide our people with appropriate training and support on health, security and safety, thereby ensuring work is performed in a safe and secure manner and environmentally responsible to the maximum extent possible.

6.4.1.7 Promote occupational health, security, safety and environmental awareness amongst our suppliers, contractors, and surrounding community.

6.4.1.8 Report and investigate incidents in accordance with legislative requirements and corporate guidelines ensuring appropriate remedial steps are taken.

6.4.1.9 Establish a regular internal auditing program to assess effectiveness of existing practices and systems and document implementation for recommendations and continual improvement.
7 Organization Chart - Responsibilities

Special Project Manager

- Safety Practitioner
- Executive Assistant
- Subcontractors
- Drivers

Project Site Supervisor

- Technician
- Technician
- Technician
- Technician

Project Site Supervisor

- Technician
- Technician
- Technician
- Technician

Project Site Supervisor

- Technician
- Technician
- Technician
- Technician
8 Staffing

**FUNCTIONS AND RESPONSIBILITIES**

- **Special Project Manager (The Chairperson)**
  
  1. Establishes and adopts in writing administrative policies on safety in conformity with the provisions of these Standards outlining therein his or her responsibility and authority delegated.
  
  2. Report to the enforcing authority copies of adopted health and safety organization to carry out the program on the organized safety and health committee.
  
  3. Report to the enforcing authority copies of adopted health and safety outlining activities undertaken including its safety performance, meetings minutes, and its recommendations and measures taken to implement such recommendations.
  
  4. Acts on recommended actions by the Health and Safety Committee’s recommendation.

- **Project Manager/ Site Safety Officer**
  - **Executive Assistant/ Safety Secretary**
  - **Project Supervisor**
  - **Technicians**
  - **Sub-contractors**
  
  1. To develop, monitor and evaluate their training programs on occupational safety and health
  
  2. To conduct continuing OSH programs to increase the number of competent and qualified personnel/individuals to implement the provisions of the standards.
  
  3. Works in accordance with safety practices and standards.
  
  4. Reports unsafe conditions and practices to the supervisor by making suggestions for correction or removal of accident hazards.
  
  5. Cooperates pro-actively with the Health and Safety Committee.
  
  6. Assist government agencies in the conduct of health and safety inspection or other programs.

- **Safety Practitioner**
  
  1. Provides assistance to enforcing authority in the conduct of Safety and Health inspection, accident investigation or any related program.
  
  2. Conduct investigation of accidents as member of the Health and Safety Committee and submit his separate report and analysis of accidents to the employer.
  
  3. Serves as Secretary to the Health & Safety Committee such preparation of meeting minutes, report status of recommendations, notification to the members of the meeting and report submission to the employer.

9 Working Hours and Manpower

9.1 We will be working for a minimum of 49-Hours per week (0800 Hours to 1700 Hours – Mondays through Saturdays, 0800 Hours to 1700 Hours Mondays to Fridays and 0800 Hours to 1200 Hours on Saturdays).

9.2 We expect to build as much as 30 Personnel at peak per construction.

10 Work Schedule

10.1 Detailed work schedule is available for review under a separate document.
11 Health

11.1 Wellness

11.1.1 Every employee deserves a work-life balanced lifestyle. We encourage all employees to engage in any form of sports as much as they can to fight the rigors of everyday stress.

11.1.2 In order to assist employees on their wellness program, a Health Maintenance Organization is designated to provide Basic Healthcare.

11.2 Life Insurance

11.2.1 Every employee is provided a life insurance coverage forming part of employee’s benefits.

11.2.1.1 Inclusive coverage of the Life Insurance as follows:

11.2.1.1.1 Life Insurance – 24-Hours coverage against loss of life due to natural or accidental causes. Insurance protection without geographical limits. Maximum protection at the least cost.

11.2.1.1.2 Corporate Personal Accidental Death, Dismemberment and Disablement (ADDD) - In case of accidental death, disablement or dismemberment, Insurance Provider will pay of the Principal Sum or amount of insurance according to the schedule below:
11.2.1.3 **Accidental Permanent Total Disability Benefit** – A living benefit given in the form of monthly cash benefit to an insured who has been totally and permanently disabled for 6-months due to accidental causes. Pays a cash benefit equivalent to 3% of the Principal Sum (less any amount paid or payable) starting on the 7th month to 32 months, and 4% of the Principal Sum on the 33rd month.

11.2.1.4 **Renewal Benefits** – Increases the original Principal Sum for Accidental Insurance (up to the first P800,000) of the insured by 5% each year for the first five (5) consecutive years, starting on the second year.

11.2.1.5 **Murder and Homicide** – Pays 100% of the benefits payable but not exceeding P2,000,000 for injury due to murder or any attempt thereof. Pays 100% of the benefits payable due to homicide or any attempt thereof not occasioned by provocation of Named Insured.

11.2.1.6 **Flying Coverage** – Pays a benefit if the employee suffers an injury while a passenger boarding or alighting from a certified passenger aircraft provided by a commercial airline on any regular, scheduled or non-scheduled, special or chartered flight and operated by a properly certified pilot flying between duly established and maintained airport over an established passenger route.

11.2.1.7 **Total and Permanent Disability Income Benefit (TPDIB)** – A living benefit given in the form of a monthly pension to an insured who has been totally and permanently disabled due to natural or accidental cause. Advances 100% of group life, payable on a monthly basis equivalent to P21,000 to 1,000 on life insurance.

11.2.1.8 **Terminal Illness Benefit** – A lump sum benefit of 50% of the applicable Face Amount in-force to a maximum of P500,000 if the insured member is medically diagnosed as terminally ill with a life expectancy of twelve (12) months or less.

12 **Safety Organization**

12.1 The company’s Safety Program concerns all Company employees. Project Management implements and enforces this safety program. Supervision shall ensure that safety is planned and carried out on their daily activities. The Safety Supervisor administers safety program to ensure effective compliance. The Safety Supervisor is also responsible in ensuring that all employees received the training as required by the Contract terms of reference and will be documented accordingly.
13 Work Attire

13.1 Our designated official color is “Blue”. “Class A” hard hats are provided for each worker. Safety Glasses, Steel Toe Shoes and other Personal Protective Equipment will be provided as standard issue to satisfy internal policies, as required by the client or permitting requirements.

14 Safety Activities / Orientation Training

14.1 Basic training shall be provided as follows. All training courses shall be documented and maintained by the Safety Supervisor at the Site Safety Office.

14.1.1 Introductory Employee Orientation (Provided by the Safety Supervisor or his/her Designated Officer)
14.1.2 Craft Orientation (Provided by the Foreman)
14.1.3 Weekly Safety Meetings (Conducted by the Line Supervisor)
14.1.4 Fire Fighting Equipment (Conducted by the Safety Supervisor)
14.1.5 First Aid (Provided by Key Personnel)
14.1.6 Emergency Procedures and Response (Conducted by the Safety Supervisor)
14.1.7 Supervisors Safety Meetings (Conducted by the Site Superintendent)
14.1.8 Electrical Safety/Handling of hazardous materials

14.2 Copies of certificates, licenses, etc. shall be provided to the Accreditation Agency or to the Contractor prior commencement of work. Below are basic courses requiring evidence of certification:

14.2.1 Basic Occupational Safety & Health Course
14.2.2 Incident Command System
14.2.3 Supervisory Safety Course
14.2.4 Safety Orientation
14.2.5 Others as required

15 Inspections

15.1 The Safety Supervisor conducts safety inspections on a daily basis to ensure compliance with all regulations. Infractions are corrected immediately by the Line Supervisor. A formal and documented Safety Inspection is conducted on a weekly basis. The completed form shall be submitted to Contractor’s Project Manager for review and further action.

15.2 It is the responsibility of all Supervisory staff to keep continuous surveys of all activities and correct any safety infractions or violations committed immediately. The Safety Supervisor shall be available to assist with the corrections of any safety infraction requiring his/her expertise.

15.3 We shall also participate in any Contractor Inspections when requested to do so.

16 Injury and Damage Reporting

16.1 An immediate Verbal Report shall be relayed to the Contractor for the following incidents:
16.1.1 Injuries requiring immediate medical attention resulting in lost time
16.1.2 Fatalities or serious injury
16.1.3 Damage in any amount, to Contractor’s equipment or property
16.1.4 Fire of any type
16.1.5 When requested to file a report of any other situation that may occur

16.2 All Verbal Reports are followed by a written Preliminary Report. Written reports are filed as soon as possible after the investigation, not later than 48-hours following the incident. We shall also participate in a Contractor Accident Investigations or a committee when requested.

16.3 Maintain current records or logs showing:
16.3.1 Work related injuries
16.3.2 Fire
16.3.3 Incident involving damage to Contractor equipment and property.
16.3.4 Near misses

16.4 Records are available for inspection any time for submission when requested.

17 Disciplinary Action

17.1 Written safety violations are issued as required. File records are maintained by the Safety Supervisor with copies to HRD Department. Guidelines are posted at a conspicuous location inside our main project offices.

18 Incentives Program

18.1 Employees by their merit on their outstanding safe work habits are recognized via Certificate with Gift selected by our Central Safety Committee. HRD Department shall keep track of this merit program and the gifts. Details of this program are contained in our internal policy on Incentives Program given to Employees. We also issue for each worker a Gift when project reaches 1-Million Man hour without accident, gifts shall have relevance to safe work habits.

19 Safety Committee

19.1 A Safety Committee (a.k.a. HSSE Committee) shall be established for each project with a minimum member of eight (8), the committee compromises of the following:

19.1.1 Safety Superintendent (The Chairperson)
19.1.2 Supervisor (Member: 1 pax)
19.1.3 Foreman (Member: 1 pax)
19.1.4 Employees (Member: 5 pax), one member per discipline for multiple discipline project.

19.1.4.1 NOTE: Contractor or their Designated Agent will be requested to attend these committees.

19.2 The Safety Committee meets once every 3-weeks at our Main Office Conference Room. Minutes of the meeting are maintained and filed. The Committee discusses relevant safety issues concerning work site hazards, fire protection, health & sanitation, training needs, etc. and suggests recommendation for the betterment of the Safety Program. The committee also
makes Weekly Walk-through Inspection of the work area and a written report is prepared for Corrective Action.

20 Emergency Procedures and Drills

20.1 All employees are to be made aware of the Contractor Emergency Procedures, it is Guard-All’s responsibility to ensure that our employees are familiar with the following:

20.1.1 Different types of Sirens and Horns

20.1.2 Response to Sirens and Horns

20.1.3 Location of assembly points for different areas

20.1.4 Supervisor’s responsibility to account for all employees in an emergency situation

20.1.5 Supervisors maintaining current list of all employees to be used in accounting for his employees

20.1.6 Unaccounted personnel are reported to the Operations Personnel

20.2 Emergency procedures are contained in accordance with the existing safety code. All Supervisors must account for their workers at all times. Missing persons are immediately reported through the chain of command and to the respective operations personnel. We will always be willingly to participate on all Contractors Emergency Drill to ensure adequate personnel preparedness.

20.2.1 Emergency Response – Drills are conducted or practiced at least twice a year (preferably in March and September, though this could be changeable).

20.2.1.1 Fire

20.2.1.1.1 In the presence of fire make sure to ask for assistance.

20.2.1.1.2 Call the nearest Fire Department and Building Security.

20.2.1.1.3 Try to extinguish the fire by using fire extinguisher. If not familiar with the use of fire extinguisher or if fire has already spread, leave the area and give way to the Fire Services Personnel to extinguish the fire.

20.2.1.2 Typhoon or Storm

20.2.1.2.1 You will be advised if there is an incoming typhoon or storm, and you will be given appropriate advice what to do.

20.2.1.2.2 Make sure that all the equipment are intact and in place so that it will not be swept away by strong winds.
20.2.1.3 Earthquake

20.2.1.3.1 When indoors: Go to a safe place beneath a sturdy table, in a lobby or inside a room at a corner near columns. Watch out for falling debris, stay away from windows and watch out for heavy falling objects.

20.2.1.3.2 When outdoors: Go far away from tall buildings, away from high-voltage power lines or stacks of containers.

20.2.1.3.3 When inside vehicles: Park the vehicle in a place far from buildings, overhead power lines or stack of containers and stay inside the vehicle.

20.2.1.3.4 Go to an open space or a ground floor parking area which is the designated emergency assembly area.

20.2.1.3.5 Be aware of aftershocks as it may be very common after an earthquake.

20.2.1.3.6 Don’t attempt to enter a building premise until it is declared safe by an Authorized Safety Officer or the Proper Authority.

20.2.1.3.7 Use the telephone wisely, as the line’s priority is for safety.

20.2.1.4 Accidents

20.2.1.4.1 Notify the Safety Officer or Security immediately by Telephone within ten (10) minutes or less. Within twenty-four (24) hours make a report as to who, how, what, why, when the accident happened.

20.2.2 Work In Heights

20.2.2.1 Fall Protection

20.2.2.1.1 Do not use safety belt. Instead, use a full body harness in work areas above six (6) feet.

20.2.2.1.2 Make sure that anchor points are stable and firm and above the head level.

20.2.2.1.3 If the work is above twenty (20) feet, and it is not practical to use full body harness, instead a safety net is advisable.

20.2.2.2 Isolation of workplace or Barricade

20.2.2.2.1 Secure the work area by providing barricade tape or warning signs which can be easily read and noticed by passers-by. Post Work Permit on the barricade tape.
20.2.2.3 Personal Protective Equipment

20.2.2.3.1 Hardhat - All workers must wear their respective hard hat color coding based on the trade of work.

20.2.2.3.2 Safety Shoes – All workers must wear their safety shoes.

20.2.2.3.3 Ear Plugs – Used in places of work where excessive noise is present such as: use of power tools, jack hammers, drills, etc. Ear plugs are also used by personnel working within twenty (20) feet radius from the power tools or noisy working environment.

20.2.2.3.4 Safety Glasses - It is strictly required to use eye goggles or safety glasses when working with power tools, hammer, and wires alike.

20.2.2.4 Rules and Regulation on the Worksite

20.2.2.4.1 Always stay inside any running vehicle. Don’t stay on top or hang on railings while it is moving.

20.2.2.4.2 Don’t smoke on worksite.

20.2.2.4.3 No cigarettes and cigarette lighters are allowed inside the premises.

20.2.2.4.4 Cell phone and other electronics devices are allowed inside the premises.

20.2.2.4.5 Don’t drink any liquor in the course of work. Any employee caught intoxicated with liquor shall not be allowed to work and will be sent out of the work site.

20.2.2.4.6 Horse play / gambling is strictly prohibited.

20.2.2.4.7 Deadly weapons are strictly prohibited in the worksite.

20.2.2.5 Cutting/Welding/Hot work

20.2.2.5.1 Proper coordination should be undertaken with the host company for the power requirement before hot work commences.

20.2.2.5.2 Before the start of hot work, a thorough inspection in the workplace and its surroundings should be undertaken to ensure that there are no highly combustible materials. If the work area is above ground also inspect beneath it to ensure that no combustible material is stored.
20.2.2.5.3 During welding works, the welder should always wear a welding mask.

20.2.2.5.4 A 20 lbs. ABC fire extinguisher (Dry Chemical) must always be present in every set-up of cutting, welding or hot work.

20.2.2.5.5 Always assign personnel to serve as a watchman in the place of hot work one hour after the job is completed. This is to ensure that nobody comes into contact with hot metals on the work completed.

20.2.2.5.6 It is strictly prohibited to work alone in cutting, welding or hot works (use a Buddy system).

20.2.2.6 Working Alone Policy

20.2.2.6.1 Be sure to follow minimal guidelines listed below before a person can work alone. Make sure that the workplace is safe and in order. It is strictly prohibited to work alone within the following tasks such as:

- 20.2.2.6.1.1 Working with power tools
- 20.2.2.6.1.2 Working with live electric power
- 20.2.2.6.1.3 Confined space
- 20.2.2.6.1.4 Working with explosive material
- 20.2.2.6.1.5 Working with chemical substances
- 20.2.2.6.1.6 Cutting / Welding / Hot work
- 20.2.2.6.1.7 Rigging works or Lifting heavy object

20.2.2.6.2 Above are the minimal guidelines for working alone with a broad range of safety measure application of safety procedure to be considered. It is difficult to issue guidelines so it is advised that before the start of work a thorough study of the job should be undertaken.

20.2.2.7 Information about Chemicals and their safe use

20.2.2.7.1 All chemical containers have their label and corresponding tag for proper identification.

20.2.2.7.2 Material Safety Data Sheet (or MSDS) is to be made available in every particular chemical container.
20.2.2.8 Safe Handling of Gas Cylinders

20.2.2.8.1 Always tie-up the gas cylinder tank or container.

20.2.2.8.2 The gas cylinders should have the necessary support attachment and should always be in the upright position.

20.2.2.8.3 It should be chained in a permanent structure.

20.2.2.8.4 It can be attached to a trolley when moving from different locations.

20.2.2.8.5 Acetylene and Oxygen gas cylinders should be apart from each other by at least 10 feet.

20.2.2.8.6 An empty gas cylinder should be treated as always filled.

20.2.2.8.7 Do not move the gas cylinder by rolling down or sideways on a pavement. **Always use a trolley.**

20.2.2.8.8 Stop work immediately when a leak in the gas cylinder is detected. Check the cause of the leak and inform the Safety Officer at once.

20.2.2.8.9 Cylinders with leakage should be isolated from the place of work and should be placed in an open spaces until the content of the cylinder has fully emptied.

21 First-Aid Facilities

21.1 We will provide and maintain adequate First-Aid Facilities at Work-Site in accordance with the existing Philippine Labor Law. First-Aid Logs, Injury Reports, etc. are maintained by the Safety Officer and a copy furnished to HRD Department.

22 Safety Meetings

22.1 All employees must attend a Safety Meeting once a week minimum. Meetings are conducted at the jobsite by the Work Crew Foreman. Workers gather at the work area where the meeting is conducted. This meeting is held at the beginning of the work week. Ten (10) to fifteen (15) minutes are allotted to these meetings in which Safety is the primary subject. Topics meet craft needs. No more than three (3) topics are discussed. Emergency procedures are mandatory topic in every meeting. These meetings are documented by all attending members. Feedback pertaining to safety is encouraged. Safety meeting records are maintained at our Safety Office and will be available for review and inspection. Company Management conducts weekly audit to ensure compliance. Safety bulletins, memos, and other visual aids, etc. are used to enhance safety meetings. A review of the previous week’s incidents are always discussed.
23 Work Permit

23.1 All permit procedures are complied with and in accordance with our existing policy on Work Permit System and Isolation, Lockout and Use of Hold Tags. We maintain a current list of all permits received. Foremen or technician level employees receives permits. Violations of work permits are not tolerated.

24 Transportation of Employees

24.1 Employees are not allowed to ride in the beds of any service vehicle at any time. The same for heavy equipment. “Seat Belts” are provided and their use is mandatory.

25 Mess Hall Facilities

25.1 Employees shall take their meals at the designated Area away from their immediate work area. Only areas designated for Meals (Mess Hall) or break time shall be used.

26 Fall Protection

26.1 Employees are not allowed to work at elevation six (6) feet or higher without the proper fall protection. Employees are well trained as to the requirements. All high work is closely supervised. All fall protection equipment is inspected weekly by the Safety Officer.

27 Staff Meetings

27.1 A Staff meeting will be held once a week where safety topics are one of the topics. These meetings will be attended by Key Personnel i.e. Supervisor, and a record is maintained. Recent incidents are discussed as well as problem areas, traffic safety, fire protection and prevention, health and hygiene, etc.

28 References

28.1 The Philippines Labor Code of the Philippines
28.2 Safety Induction Manual
   28.2.1 Applicable
   28.2.1.1 General Instructions
   28.2.1.2 Occupational Safety & Health Standards
   28.2.1.3 The Sanitary Code of the Philippines
28.3 Guard-All Safety Execution Plan

29 Suggestion System

29.1 Suggestion Box System is practiced companywide. Persons who suggests useful and viable safety measures, HR Processes and other matters will be awarded with a token, a gift or certificate. This will be tied-up to “Safety Policy, Penalty and Awards System Program”.
30 Records and Reports

30.1 All required safety reports in support to our safety program shall be filed and stored for further review and audit.

31 Off-the-Job Safety

31.1 Other activities used to stimulate Off-the-Job Safety activities are:

31.1.1 Periodic bulletins on heat, driving, water activities, etc.
31.1.2 Periodic Camp Inspections (Health and Hygiene)
31.1.3 First-Aid and Training
31.1.4 Home Safety Tips
31.1.5 Fire Protection and Prevention Training
31.1.6 Traffic Safety Education and Enforcement

32 Traffic Safety

32.1 Unsafe driving practices are not tolerated: On or off-the-job. Local traffic regulations are communicated throughout the organization. Traffic safety is an important part of our new arrival safety orientation process as well as weekly Tool-Box Safety Meetings. Unauthorized operation of equipment or vehicles result in issuance of a Disciplinary Action or immediate Termination.

32.2 A Safe Driving Awards Program is implemented to reward employee for practicing safe driving habit such as:

32.2.1 No Traffic citation
32.2.2 No Preventable Vehicle Accidents
32.2.3 Good adherence to Vehicle Accidents
32.2.4 All our Supervisors are responsible on the enforcement of Traffic Safety within their respective areas of accountability

33 Hazard Identification Plan

33.1 A sample of the Pre-Task Plan Sheet Form is attached on Page 22: Use of the Accident Classification System (Class A, B, & C) is required to document our hazard identification plan.

34 Personal Protective Equipment

34.1 Our Safety Supervisor selects all required safety equipment for the project. Our Purchasing System is set-up whereby safety equipment requires prior approval by the Safety Supervisor. Basic protective equipment includes the following:

34.1.1 Safety Hard Hat (Class A or B, Color to Project Standards)
34.1.2 Safety Belts (Waist-type)
34.1.3 Safety Harness (For Suspended Scaffolds, Man-basket)
34.1.4 Steel-Toed Safety Shoes (Meeting standard Contractor’s requirements)
34.1.5 Coveralls (Color to Project Standards)
34.1.6 Retracting Lifeline (Fall Protection)
34.1.7 Face-shields, Goggles, Gloves and Aprons
34.1.8 Other specialized equipment required by work activities or Client requirements

35 Health and Hygiene

35.1 Toilets are provided based on acceptable regulations. These facilities are maintained in a clean, sanitary condition at all times. Daily inspections by our Supervisor will ensure proper compliance.

36 Hazardous Work Plan

36.1 Where respirators are required for hazardous atmosphere, written Work Plans are developed for work activities where our employees may be exposed to hazardous substances.

36.2 We will provide a written Work Plans for hazardous work. Plans are prepared by the Site Manager or Safety Officer in coordination with the Safety Supervisor.

37 Pre–Work Task Information

37.1 It is our foremost policy for all Front Line Supervisors to give clear verbal safety instructions to all Workers when assigning tasks. Instructions can be simple, such as “make sure your ladder is tied-up” or instructions can be comprehensive such as Man-basket requirements, etc. Safety instructions are given for each task. We monitor this process by asking Workers questions in the field and by observing the workers job task.

38 Basic Rules of Personal Safety and Conduct

38.1 Basic rules of personal safety and conduct is adopted specially to the new arrival orientation and weekly safety meeting.

39 Internal Procedures relating to Health, Security, Safety and Environment

39.1 Guard-All adopts this Health, Security, Safety and Environment Program but not limited to all health, security, occupational safety and environmental programs to be implemented to all projects.

40 Contingency

40.1 Contact details with respective individual addresses of officers and staff of Guard-All (GA) and QuickAlert (QA) involved as member of the Emergency Response Team shall be made available and updated at all times.

40.1.1 Please see attached contact details.

40.2 Addresses of the Emergency Response Team members shall also be plotted in QA’s Virtual Map for ease of monitoring while flooding is building-up and in progress to determine who to asks assistance when needed.
41 Sub-contracting Safety

41.1 We do not subcontract security system works except for other trade of works but related to security equipment and appurtenances. All subcontractors will be required by their contract to adhere to acceptable regulations and those of our company. They will be required to submit their Safety Plan before commencing work. We shall be responsible for all subcontractor's actions and its employees.

42 Fire Plan

42.1 All employees are given proficiency training in the use of Fire Protection Equipment, Fire Evacuation Plan and allied activities.

43 Jobsite Safety Logbook

43.1 We maintain at our Site Office a Safety Logbook. It will be under the care and custody of our Site Engineer. This log allows entries on employees and visitors report on safety violations and other safety related issues. The log composed of the following sections:

43.1.1 Name of person(s) making the report
43.1.2 Title and Phone Number
43.1.3 Comments on conditions
43.1.4 Date and Time
43.1.5 Close–out Section by our Site Engineer

43.2 Our Site Engineer is responsible for the immediate Corrective Action and Conditions noted.
44 RULE 1000

By virtue of the powers vested upon the Department of Labor and Employment under Art. 162, Occupational Safety and Health Standards.

General Provision

Purpose and Scope:

1) The objective of this issuance is to protect every workingman against the dangers of injury sickness or death through safe and healthful working conditions, thereby assuring the conservation of valuable manpower resources and the prevention of loss or damage to lives and properties, consistent with national development goals and with the State’s commitment for the total development of every worker as a complete human being.

2) This Standard shall apply to all places of employment except as otherwise provided in this Standard.

Program Scope and Limitations:

Field of application: On-site Service Technical Support and response technical team for Security Systems required works wherein work operations or practices performed by a worker in the establishment or workplace in conjunction with or as an incident to such operations or practices and which exposes the employee or worker to hazards likely to cause disabling injury, death or physical or psychological harm.

Qualified Personnel: All GA and QA Technical support Staff in the field of application above in-charge of Customer Assistance Service or Customer’s Technical Support Staff in-charge of installations. Service and maintenance must undergo occupational health and safety management orientation.
### Sample Equipment ID Form

<table>
<thead>
<tr>
<th>EQUIPMENT ID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description and Model</td>
<td></td>
</tr>
<tr>
<td>Serial Number</td>
<td></td>
</tr>
<tr>
<td>Installation location</td>
<td></td>
</tr>
<tr>
<td>Installation description or</td>
<td>Picture file name/s:</td>
</tr>
<tr>
<td>pictures</td>
<td>□ stand alone</td>
</tr>
<tr>
<td></td>
<td>□ Other: number and model(s) of equipment/s (FDAS/DACS, CCTV, Keypad’s, etc.), synchronized or not, working in the same environment:</td>
</tr>
</tbody>
</table>
46 Sample of PRE-TASK PLANNING WORK SHEET

GA Work Owner: ________________________________________________________________
Telephone No.: ___________________________ Pager: _____________________________

Work Plan Author: ___________________________ Telephone No.: __________ Pager No.: _________

Organization: ___________________________ Start Date: __________ Finish Date: __________

Specific Location of Work:


Task to be performed: Security Systems Device Installation

*Any questions with a “Yes” answer must be addressed in the Work Plan*

Will task require working on or around live systems or equipment? (Mechanical, __☐ Yes __☐ No
Electrical, Chemical, Pneumatic, Hydraulic, etc.)

Will any additional emergency equipment be needed to complete this task safely? (Extinguisher, Portable Eye Wash/Shower, Radios/Phones, etc.) __☐ Yes __☐ No

Does the Area Supervisor need to be notified of the work to be done? __☐ Yes __☐ No

Does the work plan need to be coordinated with other crafts in the area? __☐ Yes __☐ No

Are shop drawings, panel schedules, or As-Built needed to complete this task? __☐ Yes __☐ No

Does this task require special training or licenses? (Respirator, confined space, Forklift, Crane, etc.) __☐ Yes __☐ No

Will the task involve any hot work? __☐ Yes __☐ No

Will weather or other working conditions affect the safe completion of this task? __☐ Yes __☐ No

Will special tools or equipment to perform the task safely be needed? (Scaffolds, Lifts, Jacks, Nets, Cranes, etc.). If so, list on the Work Plan. __☐ Yes __☐ No

Will this task generate hazardous waste or material? __☐ Yes __☐ No

Will this task impact the operation or effectiveness of any pollution prevention system? __☐ Yes __☐ No

Will the task involve the removal or disturbance of asbestos, lead, or arsenic? __☐ Yes __☐ No

Will the task produce dust, vapors, fumes, mists, obnoxious odors, noise, and/or vibration? __☐ Yes __☐ No

Will any workers be required to work at heights above 6 feet? __☐ Yes __☐ No

Will the task create any risk of interruption to A/T __☐ Yes __☐ No

Will any work be performed under raised floor tiles? (If yes, see Pre-Entry Checklist) __☐ Yes __☐ No

Will lifting equipment or mobile elevated work platforms (MEWPs) be used? __☐ Yes __☐ No

Will the task create hazards to people working above, below, or around the work area? __☐ Yes __☐ No

Will the task affect perimeter security, violate security guidelines, or require the addition/deletion of security equipment? __☐ Yes __☐ No
Check ALL PPE, Permits, Forms, and Checklists required and address in the Work Plan

**Permits:**
- ☐ SIPP
- Other ______________________

**Forms:**
- ☐ Emergency SIPP Request
- ☐ Critical Lift Plan
- ☐ Barrier Tape Ownership
- ☐ Other ______________________

**PPE Req’d:**
- ☐ Hearing Protection
- ☐ Eye/Face Protection
- ☐ Foot Protection
- ☐ Head Protection
- ☐ Full Body Protection
- ☐ Hand/Arm Protection
- ☐ Fall Protection
- ☐ Respiratory Protection
- ☐ Other ______________________

*Contact Health & Safety Committee if assistance is needed in completing this work plan*

Signature’s required:

GA Work Owner __________________________ Date __________________
(Security Systems Personnel Performer)

Systems Engineer __________________________ Date __________________
(Required if any system is impacted)

Equipment Owner __________________________ Date __________________
(Building Services)
## 47 WORK PLAN SAMPLE

<table>
<thead>
<tr>
<th>Task to be accomplished (Mga dapat gawin):</th>
<th>Hazards (Mga panganib.)</th>
<th>Required actions to eliminate or control the hazards. (Mga aksyon upang maalis o makontrol ang panganib.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps to take to complete the task. (Mga Hakbang upang makumpleto ang gawain.)</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>1. Inform the Area Supervisor and SCC for the scheduled work.</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>2. Prepare needed materials and tools.</td>
<td>Possible Injury (cuts, wounds, bruises)</td>
<td>Inspect &amp; replace defective materials and/or tools prior to start of work.</td>
</tr>
<tr>
<td>3. Provide safety barricade/s and/or warning signs on work area.</td>
<td>Possible Injury (co-worker, other employee)</td>
<td>Properly enclose work area &amp; position needed warning signs.</td>
</tr>
<tr>
<td>4. Perform work activity (includes ladder erection, drilling, &amp; wire splicing)</td>
<td>Possible injury (cuts, wounds, bruises)</td>
<td>Be sure to place ladder is firm on the ground. Work w/ a buddy when using the ladder. Be sure to follow norms of work during drilling &amp; splicing.</td>
</tr>
<tr>
<td>5. Housekeeping</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

This Work Plan must be reviewed with all workers involved prior to start of any work. (Bago umpisahan ang anumang trabaho, ang work plan na ito ay dapat masuri kasama ang lahat ng manggagawa.)

Work Supervisor _______________________________________________ Petsa _____________
Workers (Mga Manggagawa) _________________________________________ Petsa _____________
_________________________________________ Petsa _____________
_________________________________________ Petsa _____________
_________________________________________ Petsa _____________
_________________________________________ Petsa _____________
Date of Implementation

This Health, Security, Safety and Environmental Program shall be effective in full and will be implemented and strictly followed wherever applicable from 16th of September, 2013.

Implementor:
Guard-All Electronic Security Systems, Inc. and QuickAlert Security Devices, Inc.

Rojinie R. Cortes
Director, Engineering
Overall Chairperson, HSSE Committee

Eduardo M. Garcia
Senior Manager, Engineering
Member, HSSE Committee

Fernando Froilan C. Corpuz
Manager, Administration/HRD
Member, HSSE Committee

Alexander Ryan C. Baonguis
Systems Design Engineer, Engineering
Secretary, HSSE Committee

Marlon V. Ramos
Department Manager, Operations
Chairperson, HSSE Committee

Mark Dennis B. Ballag
Technical Support, Video Surveillance
Member, HSSE Committee

Approved by:

Remedios P. Ramsay
President

Derek A. Ramsay
General Manager