



HSE MANUAL

Remang Offshore Supplies Sdn Bhd



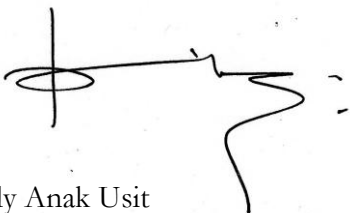
Document Control

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REVIEW/REVISION REGISTER

Rev. No.	Date	Details of Revision
	Feb 2017	Reviewed with No Changes
	Feb 2019	No changes. All standards and procedures are still current
	Feb 2022	No Changes. All Standards and Procedures are still current.
	Feb 2023	No Changes. All Standards and Procedures are still current.
	Feb 2024	No Changes. All Standards and Procedures are still current.
	Feb 2025	No Changes. All Standards and Procedures are still current.



Update Sheet

Date	Section	Replaced Pages



Introduction to the Manual

Objectives of the Manual

To provide full and comprehensive information relating to all Health, Safety and Environment matters and procedures of Remang Offshore Supplies Sdn Bhd

USE IT FOR

Checking procedures
Carrying out risk assessments
Assisting in the induction, training and development of others
As a source of reference

UPDATED

This manual is a live document. Please make sure that your team and any visitor are aware of its contents. This manual will be reviewed annually by the Health, Safety and Environment Manager and reissued in part or in full as appropriate.

Updates will be sent to you as and when required, together with a replacement 'update sheet'. Ensure the document is kept up to date at all times.

FURTHER INFORMATION

This manual has cross reference with the following Remang Offshore Supplies Sdn Bhd supporting documents:

- Health, Safety & Environment – Management System
- Quality Management System
- Quality Assurance and Quality Control Guidelines & Procedures
- Cleaning Procedures Manual
- Catering Hygiene & Sanitation Manual
- Food Poisoning Prevention Manual
- Risk Assessment Manual
- Job Safety Analysis Manual
- Standard Operating Procedures Manual
- Safe Work Procedures

Further help and guidance on the contents of this manual are available from the abovementioned cross referenced supporting documents.



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HEALTH, SAFETY AND ENVIRONMENT POLICY STATEMENT

Remang Offshore Supplies Sdn Bhd (hereinafter referred to as “The Company”) is dedicated to the promotion and maintenance of a high standard of safety and protection to the environment by providing information, training, instruction and safe places of work and safe systems of working. Furthermore, the Company endeavors to provide proper maintenance, care and attention for all facilities under its control. The Company objectives are to minimize personal injuries, our impact on the environment and to safeguard the health and welfare of all employees and other persons affected by our work. In striving for these objectives, the Company will provide and maintain a safe and healthy work environment in accordance with acceptable industry practices and compliance with legislative requirements. In terms of environment objectives, the Company seeks to achieve sustainable development by the reduction of harmful emissions into the atmosphere, compliance to scheduled waste disposal and where possible usage of bio-degradable environment friendly products, recycle-reuse-reduce waste materials and reduction of water consumption.

The company recognizes that good health and safety management contributes to business performance by preserving and developing human physical resources, by controlling costs and liabilities and as a means of expressing corporate responsibility. There are few other working environments where safety and environment issues are as important as the offshore environment.

The involvement and commitment of all employees is essential in ensuring safe and efficient operations and, as such, it is essential that all employees co-operate fully in the implementation of this Policy. It is the duty of all employees to take reasonable care for the health and safety of themselves and others who may be affected, as well as taking reasonable care for the environment. Specific responsibilities have been allocated to certain Senior Management personnel as described in the Health, Safety and Environment Manual.

As part of this policy, the Company invites discussion with our clients, suppliers, neighbors, competitors, interested groups, regulators and recognized Trade Unions, in the interest of raising the standards of health, safety and care of the environment.

This policy and the arrangements for its implementation will be brought to the attention of all employees and will be kept under review. We are committed to the measurement and open reporting of performance which will be monitored through the regular Senior Management and Management and Staff meetings.



HEALTH SAFETY AND ENVIRONMENT POLICY

Our Standard

Remang Offshore Supplies Sdn Bhd is committed to providing a productive, safe and healthy work environment for its employees, contractors, clients, customers and visitors on its premises or that of its clients. This commitment extends to ensuring that the company's operations do not place the local community at risk of injury, property damage, and to ensuring its works are conducted in an environmentally sustainable and responsible manner. Our commitment will be communicated to all employees, contractors and suppliers.

Our Commitment

Remang Offshore Supplies Sdn Bhd will:

- ◆ Use safe systems of work that are environmentally sustainable and supported by documented procedures and audited systems.
- ◆ Be proactive in assessing health, safety and environmental hazards for new business, new and existing work systems, practices and equipment.
- ◆ Encourage team problem solving at all levels of the organization to implement work practices that continually improve safety, environmental standards and productivity.
- ◆ Report and investigate incidents and implement systems and practices that prevent recurrence.
- ◆ Ensure compliance with legislative requirements and current industry standards.
- ◆ Train managers and employees to competently perform work described in safe work procedures.
- ◆ Provide information to all employees, contractors and customers that inform them of health, safety and environment issues relevant to the company's operations.
- ◆ Ensure products are safe and without adverse environmental impact.
- ◆ Reduce, re-use and recycle waste materials wherever practical, and dispose of waste material in an environmentally responsible manner.

Responsibilities

Management is accountable for implementing this policy and performance will be measured as part of annual performance reviews.

Management is responsible for:

- ◆ Complying with Remang Offshore Supplies Sdn Bhd's health, safety and environment standards.
- ◆ The provision and maintenance of workplaces in a safe condition.
- ◆ Involvement in the development, promotion and implementation of procedures which incorporate health, safety and environmentally safe systems and practices.
- ◆ Training employees and line managers in the competent performance of their assigned tasks.
- ◆ Effectively use company resources to meet the health, safety and environment commitment.

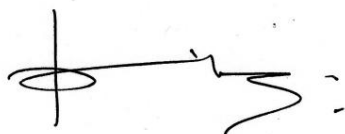


Employees, Contractors and Suppliers are to:

- ◆ Comply with all company policies, procedures and systems of work.
- ◆ Report all known or observed hazards to their immediate supervisor or manager.
- ◆ Actively support the company's safety and environment program.
- ◆ Contribute ideas that make our workplaces safer and more productive.

Consultation

Management and employees will participate in constructive and cooperative consultation on safety and environment matters. The organization will consult with employees and contractors in any workplace change that may affect their health and safety.



BILLY ANAK USIT
Chief Executive Officer



Remang Offshore Supplies Sdn Bhd Environmental Focus

Remang Offshore Supplies Sdn Bhd will endeavour to study and implement ways and means to protect the environment through sustainable development, such as:

Food Based

- φ The purchasing department monitor and controls suppliers in order to further environmental and ethical issues such as minimization of packaging (e.g. re-usable trays and boxes) etc.
- φ Local initiatives mostly as a result of client site arrangements. Local purchasing reduces transport thereby reducing fuel consumption and smoke emissions. Organic produce available on request to promote the aspect of ‘green’ food production.
- φ Waste oil collection and disposal.
- φ Waste food disposal – Waste food contributes to waste volumes. The use of waste disposal units reduces rubbish going to the landfill/incineration.

Consumables

- φ Disposables – recyclable and recycled products are available although not solely – choice remains.
- φ Computer technology to reduce paper in office environment, particularly via the cc-mail system and company networks.
- φ Save-a-cup schemes and paper recycling in units and offices dependent on local arrangements.
- φ Use of environment friendly products, such as bio-degradable laundry soap powder, water based aerosols, etc.
- φ Where possible, minimize use of non-environment friendly products.

Fuel Based

- φ Energy saving equipment – e.g. photocopying/computer equipment with energy saving features.
- φ Lights/electricity/gas turning off policy at end of day in office locations and catering units.



Water Based

- φ Water savings can be considered by good maintenance to prevent leaks and faulty taps as a dripping tap can result in a huge loss of water over a period of time.
- φ Where possible, water savers for both urinals and toilets are to be used or installed. Even waterless urinals or toilets offer a complete water-free alternative.
- φ Where needed, water softeners to be used in catering sites which will provide savings in maintenance of equipment, which can be severely affected by hard water scaling, and in volumes of chemicals required for cleaning.
- φ Where possible, preference in use of dish washing machines as against hand dish washing is recommended for better water and chemical control, although is, of course, heavy on electrical power.

Emissions

- φ All refrigerants to use non-CFC in-line with legislative requirements.
- φ Organized delivery schedules of supplies to minimize use of delivery vehicles thereby reducing smoke emission into the atmosphere.
- φ Where possible, precipitators and carbon filters to be provided/used to reduce emissions to a minimum.



HSE Manual

Section 1 – Introduction to Catering Standards

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.1 Purpose

The purpose of this document is to provide the catering crews with a ready reference of the company's standards and expectations in regard to food services, sanitation and other food related issues.

1.2 General Description

This Section is the minimum set of standards that the company wishes to see at each site or location. These standard procedures and specifications are minimum guidelines for operation of the living quarters at the location. Food Handling and Sanitation procedures and standards must be followed closely. The guidelines are for the protection of personnel at the location. These procedures and standards are the minimum allowed. Food specifications are meant as guidelines and are minimal. Some flexibility will be allowed for seasonal and market availability of selected items. The specifications listed in the meat section are recommended cuts. The quality will be U.S. Choice or equivalent for all meats that will be roasted, broiled, fried or grilled. All meats that will be braised, boiled or simmered may be U.S. Good Quality or equivalent. All dry goods will be of the specification listed. Any items not specifically listed that may be ordered must be of the highest quality according to client's specification or the highest grade listed by other national classification systems. Guidelines for personnel are to be strictly followed. Food production recommendations are to be followed as closely as possible, allowances being made for unforeseen problems of production time schedules.

1.3 Responsibility

It is the responsibility of Management and the Camp Boss/Catering Supervisor to ensure the food handling crew has access to these procedures for reference material.

1.4 Revision

Chief Executive Officer & QA/HSE/Training



HSE Manual

Section 1.1 – Food Care

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.1.1 Purpose

The purpose of this document is to provide the catering crews with a ready reference of the company's standards and expectations in regard to food Care.

1.1.2 General Description

Food shall be in sound condition, free from spoilage, filth or other contamination and shall be safe for human consumption. Food shall be obtained from sources that comply with all laws relating to food and food labeling. The use of food in hermetically sealed containers that was not prepared in a food-processing establishment is prohibited.

1.1.3 Responsibility

The responsibility lies with the Management and the Camp Boss/Catering Supervisor to ensure that their supplies purchased/received are at or above International Catering or ISO equivalent food handling standards.

1.1.4 Revision

Chief Executive Officer & QA/HSE/Training

1.1.5 Procedure

Special Requirements

- A. Fluid milk and fluid milk products used or served shall be pasteurized and shall meet the Grade A standard as established by law. Dry milk and dry milk products shall be made from pasteurized milk and milk products.
- B. Only clean whole eggs, with shell intact and without cracks or checks, or pasteurized liquid, frozen or dry eggs or pasteurized dry egg products shall be used except that hard-boiled eggs, peeled, commercially prepared and packaged may be used.



Rationale

To control food borne illness and prevent food spoilage, which may result from improperly processed, handled, or transported food, food service establishments must be concerned with the sources of the food they use. The sound condition, proper labeling, and safety of food are basic requirements for the protection of the health of location personnel. Accordingly, the provisions of this section are intended to ensure that food in general especially potentially hazardous food is obtained from sources considered satisfactory by the regulatory authority. The use of hermetically sealed non-commercially packaged food is prohibited because of the history of such food in causing food borne illness. Additional specific requirements for food products especially the use of only clean, whole shell eggs are included because these products are exceptionally good media for the growth of pathogens. Labeling requirements particularly for shellfish, provide assurance that the source of any such food is under the control of a regulatory authority, thus providing for the protection of the location personnel.



HSE Manual

Section 1.2– Food Protection

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.2.1 Purpose

The purpose of this document is to provide the food handling crews with a ready reference of the company's standards and expectations to protecting food against contamination.

1.2.2 General Description

At all times, including while being stored, prepared, displayed, served or transported, food shall be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, coughing and sneezing, flooding, drainage and overhead dripping from condensation. The temperature of potentially hazardous food shall be 7° C for cold food or below or 63° c or above for hot food at all times.

1.2.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures for food protection are in place, understood by staff and implemented in the event of an emergency and in daily routine operations.

1.2.4 Revision

Chief Executive Officer & QA/HSE/Training

1.2.5 Procedure

Emergency Occurrence

In the event of fire, power outage or similar event that might prevent potentially hazardous food from being held at required temperatures, the Camp Boss/Catering Supervisor shall immediately conduct tests and examinations of all affected food items that may be spoiled or tainted. These items shall be disposed of properly.



Rationale

Food, if mishandled, can become contaminated with filth, pathogenic microorganisms and toxic chemicals from a number of sources. Therefore, food protection measures are designed to protect food from being contaminated at all times within the galley and during transportation. These measures are also intended to prevent the rapid and progressive growth of disease-growing organisms that are naturally present in foods as well as those introduced through incidental contamination in the operation of the galley.

Proper food protection measures should include:

- A. Application of good sanitation practices in the handling of food.
- B. Strict observation of personal hygiene by all food service employees.
- C. Keeping potentially hazardous food refrigerated or heated to temperatures that minimize the growth of pathogenic microorganisms.
- D. Inspecting food products as to their sanitary condition prior to acceptance on the rig.
- E. Provision of adequate equipment and facilities for the conduct of sanitary operations.



HSE Manual

Section 1.3– Food Storage

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.3.1 Purpose

The purpose of this document is to provide the food handling crews with a ready reference of the company's standards and expectations as it pertains to the proper storage of food items.

1.3.2 General Description

Food, whether raw or prepared, if removed from the container or package in which it was obtained, shall be stored in a clean covered container except during necessary periods of preparation or service. Container covers shall be impervious and nonabsorbent, except that linens or napkins may be used for lining or covering bread or roll containers. Solid cuts of meat shall be protected by being covered in storage, except that quarters or sides of meat may be hung uncovered on clean sanitized hooks if no food product is stored beneath the meat.

1.3.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures for food storage are in place, understood by staff and implemented.

1.3.4 Material Requirements

Galley / kitchen utensils and equipment including food storage containers, refrigerator / freezers.

1.3.5 Revision

Chief Executive Officer & QA/HSE/Training



1.3.6 Procedure

1. Containers of food shall be stored a minimum of 6 inches above the floor in a manner that protects the food from splash and other contamination and that permits easy cleaning of the storage area, except that:
 - A. Metal pressurized beverage containers and cased food packaged in cans, glass or other waterproof containers need not be elevated when the food container is not exposed to floor moisture.
 - B. Containers may be stored on dollies, racks or pallets, provided such equipment is easily movable.
2. The storage of food in toilet rooms or vestibules is prohibited.
3. Food not subject to further washing or cooking before serving shall be stored in a manner that protects it against cross-contamination from food requiring washing or cooking.
4. Unless its identity is unmistakable, bulk food such as cooking oil, syrup, salt, sugar or flour not stored in the product container or package in which it was obtained shall be stored in a container identifying the food by common name.

REFRIGERATED STORAGE

1. Potentially hazardous food requiring refrigeration after preparation shall be rapidly cooled, to an internal temperature of 4°C or below. Potentially hazardous foods of large volume or prepared in large quantities shall be rapidly cooled, utilizing such methods as shallow pans, agitation, quick chilling or water circulation external to the food container so that the cooling period shall not exceed two hours. Potentially hazardous food to be transported shall be pre-chilled and held at a temperature of 4°C or below.
2. Frozen food shall be kept frozen and should be stored at a temperature of minus18°C or below. Frozen items that have been thawed must not be refrozen for any reason.
3. Ice intended for consumption by location personnel shall not be used as a medium for cooling stored food, food containers or food utensils, except that such ice may be used for cooling tubes conveying beverages or beverage ingredients to a dispenser head. Ice used for cooling stored food and food containers shall not be used for human consumption.



HOT STORAGE

The internal temperature of potentially hazardous foods requiring hot storage shall be 60°C or above except during necessary periods of preparation. Potentially hazardous foods to be transported shall be held at a temperature of 60°C or above.

REASON

Proper storage of food assures that there will be minimal contamination of the food from any source and that the natural growth of microorganisms in the food will not result in food borne illness. Therefore, measures to prevent the contamination of food must take into consideration the environment in which food is stored and the potential for contamination in that environment. These measures are divided into several basic categories that include:

1. **Containers** – Food must be covered in order to provide physical protection of the food. In addition, these covers must be impervious and nonabsorbent to eliminate the possibility of the container being a vector for contamination.
2. **Location** – Food must be stored in a manner that permits cleaning of the storage area and in locations that do not result in a high risk of contamination from other food or from the conduct of normal operations.
3. **Labeling** – To avoid the inadvertent contamination of food in the preparation process, bulk ingredients must be labeled to prevent confusion due to possible similar appearances.
4. **Temperature** – Proper storage temperatures and facilities to maintain these temperatures are the best available means to control the growth of pathogens. Requiring thermometers in or on the equipment provides a means for continuously monitoring air (ambient) temperature.
5. **Cooling** – Since any temperature between 5°C and 60°C presents a hazard to personnel on board in terms of microbial growth, food must remain in this critical temperature zone for as little time as possible.



HSE Manual

Section 1.4– Food Preparation

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.4.1 Purpose

The purpose of this document is to provide guidance to the food handling crews and acquaint them with the company standards for proper food preparation.

1.4.2 General Description

Food shall be prepared with the least possible manual contact, with suitable utensils and on surfaces that have been cleaned, rinsed and sanitized prior to use to prevent cross-contamination.

1.4.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures for food preparation are in place, understood by staff and implemented.

1.4.4 Revision

Director QA/HSE/Training

1.4.5 Procedure

RAW FRUITS AND RAW VEGETABLES

Raw fruits and raw vegetables shall be thoroughly washed with potable water before being cooked or served.

COOKING POTENTIALLY HAZARDOUS FOODS

Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 60°C except that:

1. Poultry, poultry stuffing's, stuffed meats and stuffing's containing meat shall be cooked to heat all parts of the food to at least 73°C with no interruption of the cooking process.
Poultry must not be pre-stuffed and allowed to sit for any period of time longer than is necessary to complete stuffing the poultry and to begin cooking.
2. Rare roast beef shall be cooked to an internal temperature of at least 55°C unless otherwise ordered by the immediate consumer:



DRY MILK AND DRY MILK PRODUCTS

Reconstituted dry milk and dry milk products may be used in instant desserts and whipped products or for cooking and baking purposes.

LIQUID, FROZEN, DRY EGGS AND EGG PRODUCTS

Liquid, frozen, dry eggs and egg products shall be used only for cooking and baking purposes.

REHEATING

Potentially hazardous foods that have been cooked and then refrigerated shall be reheated rapidly to 165°F or higher throughout before being served or before being placed in a hot food storage facility. Steam tables, warmers and similar hot food holding facilities are prohibited for the rapid reheating of potentially hazardous foods.

NON-DAIRY PRODUCTS

Non-dairy creaming, whitening, or whipping agents may be reconstituted on the premises only when they will be stored in sanitized covered containers not exceeding one gallon in capacity and cooled to 4°C or below within two hours after preparation.

PRODUCT THERMOMETERS

Metal stem type numerically scaled indicating thermometers accuracy to -18°C shall be provided and used to assure the attainment and maintenance of proper internal cooking, holding or refrigeration temperatures of all potentially hazardous foods.

THAWING POTENTIALLY HAZARDOUS FOODS

Potentially hazardous foods shall be thawed:

1. In refrigerated units at a temperature not to exceed 4°C,
2. Under potable running water of a temperature of 21°C or below, with sufficient water velocity to agitate and float off loose food particles into the overflow.
3. In a microwave oven only when the food will be immediately transferred to conventional cooking facilities as part of a continuous cooking process or when the entire, uninterrupted cooking process takes place in the microwave oven or
4. As part of the conventional cooking process.

RATIONALE

Food preparation is the process during which food is least protected due to necessary manipulation and is subjected to potential contamination from many sources within the establishment. Once the food has been contaminated, improper procedures for cooking, reheating or cooling permit the survival as well as the rapid and progressive growth of pathogenic microorganisms. Without adherence to proper sanitary procedures and the maximum use of adequate utensils and facilities, the preparation of a sound, appealing food is impossible.



The preparation should include:

1. Strict observation of personal hygiene by all galley hands.
2. Continuous application of sanitary food handling techniques.
3. Cooking and reheating procedures that ensure pathogen destruction.
4. Thorough washing of all foods to be consumed in the raw state.
5. Minimal handling of the food before, during and after preparation.

The following is a simple list of some basic procedures for galley hands who prepare and serve foods. By keeping a few practical but meaningful rules in mind, many cases of food borne illness can be prevented. It is not only the responsibility of the galley hands who work with food to keep the location health measures as their primary concern, but it is also their privilege. Many people each year depend on them for good, safe nourishing food.

Basic Do's and Don'ts for food handlers:

1. Never use canned foods that are in cans that are leaky, corroded, or rusty.
2. Never use cans that are bulged.
3. Never use cans that spurt out when opened.
4. Never use cans that appear bubbly, slimy, decomposed or moldy.
5. Never taste foods you suspect to be spoiled, they may kill you.
6. Do not handle foods if you are sick, or if you have cuts or infections on your hands.
7. Manipulate foods with utensils, not hands.
8. Do not cross-contaminate foods by cutting meat and vegetables on the same cutting board.
9. When using leftovers, always reheat them very well.
10. Always refrigerate foods in small quantities, so that an equal internal temperature is achieved.
11. Never allow foods to thaw overnight at room temperature.
12. Keep foods either hot (60°C or higher) or cold (4°C or lower).
13. Do not allow cooked foods to come in contact with raw foods, or places where raw foods are prepared.
14. Handle “hazardous” foods (foods which are very susceptible to becoming vehicles of food poisoning) with extreme caution, both during preparation and after.
15. Always use enough soap and water when washing hands / utensils.
16. Remember that freezing does not kill the majority of bacteria, it only slows down or halts their multiplication. After removal from freezing temperatures, bacteria may continue to multiply.
17. Store certain foods which are known to spoil rapidly (e.g. potato salad, custards, puddings, etc) only for short periods of time.
18. Control rodents and insects around food preparation areas.
19. Use only good quality foods, never try to save money by using inferior foods.
20. Smoking is prohibited during food preparation.



HSE Manual

Section 1.5– Food Display & Service

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.5.1 Purpose

The purpose of this document is to provide the food handling crews with a ready reference of the company's standards and expectations in regard to food display and service.

1.5.2 General Description

Contamination of and microbial growth in food during service and display results from contaminated equipment or improper control of food temperatures. Unsanitary display and service procedures during this state can negate all the effort that goes into buying, storing and preparation of a quality product that is both aesthetically pleasing and safe for consumption by rig personnel.

The sanitation requirements for the display and service of food to the consumer must address themselves to two basic areas to provide the necessary protection of the food offered to the consumer.

1. The protection of food from external contamination and from the rapid and progressive growth of microorganisms must be assured by directing the efforts of galley hands toward sanitary practices in service and display.
2. The protection of food from the location personnel during the display and service process necessitates requirements such as protector devices and good operational procedures for dispensing that preclude any incidental contamination.

1.5.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures are in place, understood by staff and implemented.

1.5.4 Revision

Chief Executive Officer & QA/HSE/Training



1.5.5 Procedure

POTENTIALLY HAZARDOUS FOOD

Potentially hazardous food shall be kept at an internal temperature of 4°C or below or at an internal temperature of 60°C or above during display and service, except that rare roast beef shall be held for service at a temperature of at least 54°C.

Milk and Cream Dispensing

1. Milk and milk products for drinking purposes shall be provided to the consumer in an unopened commercially filled package, or drawn from a commercially filled container stored in a mechanically refrigerated bulk milk dispenser. Where a bulk dispenser for milk and milk products is not available and portions of less than 1-2 pint are required for mixed drinks, cereal or dessert service, milk and milk products may be poured from a commercially filled container of not more than 1-2 gallon capacity.
2. Cream shall be provided in an individual service container or a protected pour-type pitcher or drawn from a refrigerated dispenser designed for such service.

Non-dairy Product Dispensing

Non-dairy creaming or whitening agents shall be provided in an individual service container or protected pour-type pitcher or drawn from a refrigerated dispenser designed for such service.

Condiment Dispensing

1. Condiments, seasonings and dressings for self-service use shall be provided in individual packages from dispensers or in pour-type containers.
2. Condiments provided for table or counter service shall be individually portioned, except that catsup and other sauces may be served in the original container or pour-type dispenser. Sugar for consumer use shall be provided in individual packages or in pour-type dispensers.
3. Condiments that are recommended on the label to be refrigerated after opening shall be removed from the table and stored in a cooler or refrigerator after each meal.

Ice Dispensing

Ice for consumer use shall be dispensed with scoops, tongs or other ice-dispensing utensils or through automatic self-service, ice dispensing equipment. Do not use glass to scoop ice from the bin. Ice dispensing utensils shall be stored on a clean surface or in the ice with the dispensing utensil's handle extended out of the ice. Between uses, ice transfer receptacles shall be stored in a way that protects them from contamination. Ice storage bins shall be drained through an air gap.



Dispensing Utensils

To avoid unnecessary manual contact with food, suitable dispensing utensils shall be used by employees or provided to consumers who serve themselves. Between uses during service, dispensing utensils shall be:

1. stored in the food with the dispensing utensil handle extended out of the food.
2. stored clean and dry.
4. stored in running water.
5. stored either in a running water dipper well, or clean and dry in the case of dispensing utensils and malt collars used in preparing frozen desserts.

Re-service

Once food items have been placed on a plate for consumption by a crewmember, the food items may not be placed back in the steam table for service to other crewmembers. The exception is sealed single service items that are still in safe condition.

Display of Food

Food on display shall be protected from contamination by rig personnel by the use of proper serving utensils covering food when not being served and keeping desserts and pre-plated items wrapped until served. Salads and other items that are hazardous must be kept cold during time of serving as well as when stored. The steam table must be kept at such a temperature as to maintain a 63°C internal temperature of food items that are being held for service.

Reuse of Tableware

Reuse of soiled tableware by self-service consumers returning to the service area for additional food is prohibited. Beverage cups and glasses are exempt from this requirement.



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Section 1.6– Cooking Preparation

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.6.1 Purpose

The purpose of this document is to provide the food handling crews with a ready reference of the company's standards and expectations during the preparation of food.

1.6.2 General Description

The following procedures are suggested methods for preparing and cooking meats, dairy, fruit and vegetable products. They are the minimum standards expected for washing produce and maintaining a safe temperature for meats, gravies, and sauces that have dairy ingredients.

1.6.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures for cooking preparation are in place, understood by staff and implemented.

1.6.4 Revision

Chief Executive Officer & QA/HSE/Training

1.6.5 Procedure

Meat Cooking Procedures:

1. Thaw frozen beef in the refrigerator. Bacteria cannot multiply at refrigerator temperature (1°C to 4°C).
2. To evaluate doneness, use a bayonet-type thermometer. Stick the thermometer into the meat so that the tip reaches the center of the thickest part of the roast. Leave thermometers in the roast during the warmest period and do not allow the temperature to drop below 54°C. Preferably hold temperature above 63°C.
3. Limit the weight of each roast to six pounds. Meat is a poor conductor of heat. This will speed cooling during refrigeration and will expedite warming during reheating.
4. Don't let cooked meat touch items of equipment that have, since their last Cleaning, been used for raw meat. Don't touch cooked meat with potholder.



5. Cook as few roasts at one time as possible so that the roasts will remain in the warmer only the shortest practicable time – no more than two hours.
6. Don't depend on an infrared lamp to hold a roast at a safe temperature.
7. Don't leave meats on slicing machine for extended periods of time.
8. Workers should wash their hands after handling raw meat or poultry and before handling cooked meat.
9. It is a good practice for galley hands to use disposable plastic gloves when touching cooked meat. Discard the gloves after use.
10. Discard any cooked meat that has not been properly refrigerated. Cut meat into approximately 1 ¼ pound pieces before chilling them. This will speed cooling.
11. Wrap roasts or pieces of meat, which are to be re-heated in metal foil and put a thermometer into each or into the largest piece of meat per pan. Heat, until internal temperature is at least 72°C.
12. Serve reheated roasts as soon as possible.

Breads

Should be baked at 218°C for 15-20 minutes. Pan rolls should be baked for 45 minutes.

For storage, wrap or place breads in moisture proof containers if it is to be stored for 8-10 hours. Do not store near heat. Discard bread after it has been stored for over 10 hours. Discard if bread is staling, characterized by loss of aroma and noticeable change in texture, or has begun to mold. Bread may be held for a long period of time if frozen best at -18°C or lower. Frozen rolls may be heated uncovered for 5 minutes at 190°C. Serve immediately. Do not refreeze bread products. For rotation baking of fresh rolls, dough may be reheated at 204°C. Do not refrigerate cooked breads at 4°C or above this makes them spoil more quickly. It is best to store at room temperature in moisture proof bag for periods of up to ten hours.

Soups and Gravies

To store soups: Cover finished stock, cool at room temperature until temperature is around 45°C. After cooling, place under refrigeration at 4°C. If stocks are left to sit over four hours between 10-60°C re-boil before use. Maximum storage is seven days at 4°C. Serving temperature is 71°C.

Gravy: Should show no evidence of uncooked starch in appearance or taste. To prevent scum from forming, cover tightly while warm or coat surface with small amount of butter or oil. Maximum storage is seven days at 4°C. Do not reheat more than once.

Vegetables and Fruits

Cook vegetables to a slight under doneness, some cooking will occur in holding. Starchy root vegetables (potatoes), legumes and grains, should be soft throughout. Do not overcook. Should have some chew and resistance to bite. Rice should be tender but not soft. Vegetables should be cooked in small batches. **DO NOT HOLD FOR LONGER THAN 30 MINUTES AT SERVING TEMPERATURE.** Successive batches of vegetables should be adjusted in quantity according to the number of consumers to be served within that period of time.



Canned Vegetables

These are already cooked and require only seasoning and heating. Heat the vegetables in $\frac{1}{2}$ of their own liquid. Heat at 190°F for ten minutes. This facilitates the destruction of harmful bacteria. Spinach and beets must be heated for 20-30 minutes. **JUST PRIOR TO SERVING.**

Fresh Vegetables

To boil vegetables, a minimum of water must be used. Use $\frac{3}{4}$ of a gallon of water, three tablespoons of salt, and 2 tablespoons of salad oil per five pounds of fresh vegetables. Bring water to a boil and then add vegetables. Bring to a re-boil. Boil for 3-5 minutes uncovered, turn down heat and cook to doneness. Do not overcook. Vegetables should not be soft or watery.

If the vegetables must be cooked ahead of time, plunge them into cold water until chilled. Drain and spread in shallow pans. Cover and refrigerate. Save some of the water in which the vegetables were cooked to use for reheating.

Macaroni

After boiling, macaroni should be drained and blanched in cold water. Drain thoroughly and refrigerate till used. Do not overcook. Should have some chew, and resistance to bite.

The above tips will help to make the mentioned foods more appealing visually as well as the taste. They will also insure the maximum destruction of harmful bacteria.

Fruit & Vegetable Care and Processing

Apples / Pears

Refrigerate in original package until needed. Wash. When pared to retard browning, place in salt water, ascorbic acid solution or tart fruit juice.

Avocado

Hold at 10°C in original container. When mellow, cut in half lengthwise, remove pit and peel. Place in citrus juice or a solution to retard discoloration.

Banana

Hold at 15 to 21°C. When mellow, peel as needed and place in *fruit juice* to prevent browning.

Beans (fresh, green or waxed)

Shell, wash and drain well.

Beets

Cut off tops and roots to approximately $\frac{1}{2}$ in (1.3 cm) length. Wash with a brush. Cook with skin on, then peel. Serve whole or cut.

Broccoli

Remove coarse, yellowed leaves and tough portions of stalk. Wash thoroughly, drain. Cut into 4 to 4 in. (11 to 12 cm.) lengths and split large stalks to make uniform for cooking and attractive service. Arrange in serving pans for steaming. Tender portions of the remainder or the entire stems may be cut into 1 in. (2 $\frac{1}{2}$ cm.) pieces for service as cuts.



Brussels sprouts

Remove coarse yellow leaves and trim stalks. Wash. Cut into wedges or shred as desired for use.

Carrots

Remove tops. Peel by hand or in mechanical peeler. Cut as desired for use.

Cauliflower

Remove leaves, stalks or any discoloration. Wash thoroughly. Leave whole or break into flowerets. Place in serving pans for steaming.

Corn

Keep refrigerated and use as soon as possible. Remove husks and silks just before cooking.

Cucumber

Wash. Pare only if the skin is tough. Slice or dice as used.

Grapefruit / Oranges

Refrigerate in original container. Peel through outer edge of segments for slicing or sectioning fruit. A slender bladed paring knife inserted at center of fruit helps to rip out segments.

Grapes

Refrigerate in original crate. Wash thoroughly. Cut those with seeds in half and remove seeds, or use swivel action parer to fish out seeds to leave whole.

Green Limes

Wash. Remove ends and spots. Leave whole or cut into even lengths or shred as desired.

Lettuce

Trim off discolored leaves, core. Wash, drain and refrigerate.

Mushrooms

Wash, using a soft brush if needed. Do not pare.

Melons

Wash well. Cut into portions of desired size or weight.

Okra

Cut off stems. Leave whole or slice as desired.

Onions

Pare off thin outer skin. Wash. Cut as needed.

Peas

Shell and wash.

Peppers (green)

Wash. Remove stem, seeds and inside membrane.

Pineapple

Place where cool. Wash with a brush. To pare, cut off top and bottom. It may be pared whole using a heavy sharp knife to trim from top to bottom following the contour of the fruit, or it may be sliced across into rings or split from top to bottom through the center and cut into



wedges or fingers of equal size, starting from top to bottom. The slices or fingers may then be pared, taking care to remove the eyes.

Potatoes (white)

Peel or leave skin on and scrub thoroughly. Dip pared potatoes in antioxidant solution, drain, and store in polyethylene bags in batch quantities.

Potatoes (sweet)

Scrub, steam in skins and pare. If they are to be mashed, paring may be done before cooking.

Radishes

Remove tops and roots. Wash. Refrigerate.

Spinach & Other

Wash thoroughly in large amounts of water to remove dirt and sand. Remove foreign matter, yellow leaves, roots and tough fiber. Drain well and refrigerate until time for cooking.

Squash (summer pattyman, yellow chayote, zucchini)

Wash, remove stem and blossom ends. Pare only if skin is rough. Remove coarse seeds and cut or leave whole as desired.

Squash (winter, acorn, banana & hubbard)

Wash, cut in half, remove seeds and fiber. Cut into serving pieces. Pare if desired.

Strawberries

Refrigerate in original container. Use as soon as possible. Wash with spray and drain immediately. Remove stems.

Tomatoes

Wash and drain it to be used with skin on. For peeling, scald with boiling water until skin can be removed easily. Plunge quickly into cold water. Skin and trim away hard core stem. Cut as desired.

Turnips

Remove tops. Tops may be washed well and used as greens. Pare turnips. Rinse and cut for desired service.

Watermelon

Refrigerate. Wash well. Cut into portions of desired size and weight.



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Section 1.7– Vegetable Cooking Time Table (5 lb. batches)

Vegetable	Time in Minutes
Asparagus, tips	5 to 10
cuts or stalks	10 to 20
frozen	5 to 10
Beans, green or wax	10 to 20
frozen	10 to 20
Beans, dry limas	25 to 30
Beets, small new	30 to 45
large old	45 to 90
Broccoli, cut fresh	10 to 15
frozen cut	10 to 15
frozen spears	10 to 15
Sprouts, fresh	10 to 15
frozen	5 to 10
Cabbage, shredded	5 to 8
wedges	10 to 15
red, wedges	10 to 15
Canned Vegetables	10 to 15
Carrots, young, whole	10 to 15
sliced	10 to 15
mature, sliced	15 to 25
Cauliflower, whole	15 to 25
flowerets	8 to 12
frozen	8 to 10
Corn on cob	5 to 15
Corn, frozen	3 to 5
Mixed Vegetables, frozen	10 to 20
Okra, sliced	10 to 15
Peas, green	8 to 10
Frozen	4 to 7
Potatoes, whole white	25 to 40
French Cut, Julienne	
Sweet Potatoes, whole	25 to 35
Spinach, fresh	3 to 10
Frozen	2 to 4
Squash, Summer	10 to 15
Zucchini	6 to 8
Acorn	20 to 30
Hubbard	15 to 20
Turnips, whole	20 to 30
Sliced or diced	15 to 20



HSE Manual

Section 1.8– Proper Handling and Disposal of Food

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.8.1 Purpose

The purpose of this document is to provide the food handling and galley crews with a ready reference of the company's standards and expectations in regard to proper handling and disposal of food.

1.8.2 General Description

Satisfactory methods of handling foods are designed to overcome the two major causes of food deterioration: (1) chemical changes within the food that result in loss of quality and reduction in nutrient value, and (2) spoilage organisms (mold, yeast, bacteria) that get into the food and produce undesirable or even dangerous effects.

1.8.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures are in place, understood by staff and implemented.

1.8.4 Revision

Chief Executive Officer & QA/HSE/Training

1.8.5 Procedure

Quality Loss and Spoilage

Changes in the surface of foods, such as softening, darkening, or discoloration or losses of flavor and vitamins, are caused by chemical changes. Chemical changes do not, however, affect the quality of the food to the point where it must be discarded, nor do they cause illness when the food is consumed. Chemical changes result primarily in a loss of vitamins and bring obvious signs of quality loss such as wilting of lettuce or the graying of meat.



True spoilage begins when food that is held to a certain holding point begins to develop off-odors, a condition that leads to food unfit for human consumption. Molds, yeast and bacteria cause spoilage. Bacteria can grow and develop in all foods that are low acid or bland, such as vegetables, meats, poultry and dairy products, but not in tart foods such as fruits, pickled products, etc. Unlike molds and yeast, bacteria are most obvious when massed on the surface of a food.

Some signs that indicate quality loss but are not necessarily harmful include:

1. Changes in texture such as softening or shriveling.
2. Discoloration.
3. Loss of flavor.
4. Yeast odor or flavor.
5. Moldy odor or flavor.
6. Mold formation.

Those signs that indicate spoilage and may cause varying degrees of illness include:

1. Putrid, sulfur or tainted color.
2. Unnatural sourness.
3. Gas bubbles.
4. Bulged, leaking can or loose cover.

Disposal of Food

Where food is suspected to be spoiled, cooked or raw, it must be never be consumed and is to be disposed immediately.

To preclude further deterioration and where possible, the food is to be disposed at the worksite. The following shall be established:

1. Adherence to MARPOL disposal procedures are to be followed.
2. Disposal of the spoiled food is witnessed by the Client Worksite Manager or his representative.
3. Complete recording and documentation of the spoiled food is to be accomplished and concurred by the Client Worksite Manager or his designate.
4. A copy of the disposal report is to be sent to the shore base office for recording, reference and claims, if any.

Should the spoiled food be returned to shore for disposal. The following procedures shall be established:

1. If needed, the Ministry of Health shall be informed of the intent to dispose.
2. Arrangements are to be made with the proper authorities to dispose the shipment at the designated dumping site..
3. Actual disposal to be witnessed by the Client's Representative and, if so required, a representative from the Ministry of Health.
4. All process of the disposal shall be properly documented and recorded for future reference, and claims, if any.



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Section 1.9– Dry Storage Control

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.9.1 Purpose

The purpose of this document is to provide the catering crews with a ready reference of the company's standards and expectations in regard to controls for dry storage of foodstuffs.

1.9.2 General Description

Dry stores are the areas that are used for the storage of food items that do not require refrigeration or freezing. This area should store only those items that are used by the galley. In no instance should any chemicals be stored in the same area together with dry food items

1.9.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures are in place, understood by staff and implemented to preclude any untoward incident.

1.9.4 Revision

Chief Executive Officer & QA/HSE/Training

1.9.5 Procedure

The following procedures should be followed by galley personnel for operation of the dry storage area:

1. Keep the dry storage area clean, neat and orderly at all times.
2. Do not store items on the floor except items that are in sealed cans or bottles and are still in case form.
3. Rotate all stock on a first in first out basis.
4. Any canned or bottled items that are leaky or rusty must be disposed of properly.
5. Do not store items so as to block or interfere with the ventilation system.
6. Keep the floor dry and clean.
7. Do not store items that inhibit movement in the dry storage area.
8. Implement rodent and insect control measures.



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Section 1.10– Refrigerator & Freezer Storage

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.10.1 Purpose

The purpose of this document is to provide the catering crews with a ready reference of the company's standards and expectations as it pertains to refrigeration in regard to food stored in the refrigerator and freezers.

1.10.2 General Description

Freezers provide storage space at -18°C or lower at all times. Freezers should also be capable of freezing foods quickly, since the faster the process, the smaller the ice crystals that form within the food, thereby maintaining it at a higher quality. Refrigerators provide chilled storage 4°C and lower to temporarily maintain freshness.

1.10.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures for food stored in the refrigerator and freezers are in place, understood by staff and implemented.

1.10.4 Revision

Chief Executive Officer & QA/HSE/Training

1.10.5 Procedure

Food should be frozen in a three-step process:

1. Refrigeration to cool.
2. Sharp Freezing.
3. Holding at low temperature.



Frozen foods are highly perishable and deteriorate quickly if not handled correctly. For this reason, the operator should check frozen items as they are received and store them as quickly as possible in a -18°C freezer. It is advisable to store food items in the original shipping cartons. Food should be packed in vapor proof containers to prevent dehydration, oxidation, discoloration, odor absorption and loss of volatile flavors. Galley personnel regarding the use of freezers should follow the following points:

1. When unloading the food items in the freezer, move the loaded cart directly into the freezer, if possible. If the cart is too large for the freezer, move it as close to the freezer as possible. This will reduce handling time and protect the frozen foods from exposure to temperatures above -18° C.
2. Rotate stock by marking new frozen foods to show the date received so that the oldest dated food will be used first.
3. Arrange frozen foods in the freezer by product groups. Labels should be available so that the food can easily be identified. This reduces handling time and helps to keep the freezer arranged in an orderly manner.
4. Maintain optimum air circulation in the walk-in type freezer by keeping foods off the floor, away from ceilings and walls. To ensure proper air circulation, platform racks are often used for stacking boxes on floors.
5. Defrost freezers regularly to prevent excessive formation of ice.
6. Maintain a clean, orderly and well-organized freezer.

**APPROXIMATE STORAGE LIFE OF VARIOUS FOODS AT –18° C****Fruits****No. of months at -18°C**

Asparagus, tips	5 to 10
Apricots	12
Peaches	12
Raspberries	12
Strawberries	12

Vegetables**No. of months at -18°C**

Asparagus	8 to 12
Beans, snap	8 to 12
Beans, lima	12
Broccoli	12
Brussels sprouts	8 to 12
Cauliflower	12
Corn on cob	8 to 12
Carrots	12
Mushrooms	8 to 12
Peas	12
Spinach	12
Squash	12

Meats**No. of months at -18°C****BEEF**

Roasts, steaks	12
Ground	8
Cubed pieces	10 to 12

VEAL

Roasts, chops	10 to 12
Cutlets, cubed	8 to 10

LAMB

Roasts, chops	12
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POULTRY

Poultry	6 to 12
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SEAFOOD

Fish, Whole	4
Fish, Fillet	4
Crustaceans	up to 2
Squid	4



REFRIGERATION STORAGE

In general, fresh and prepared foods are refrigerated between 02° C to 04°C to keep them safe from harmful bacteria. If separate refrigerators are used for each food, they should be kept at the following temperatures:

Fruits	02 to 04°C
Vegetables, eggs, processed foods, pastry	02 to 04°C
Dairy products	02 to 04°C
Fresh meats	02 to 04°C
Fresh poultry, fish and seafood	02 to 04°C
Frozen Foods	-15 to -18°C

For accurately checking these temperatures, a thermometer should be located in the warmest place in each refrigerator.

The following guidelines should be followed by the galley hands to assure proper refrigeration of food items :

1. Pack food loosely as to aid in air circulation.
2. Cover food with wax paper, plastic, or metal lids so as to prevent cross-contamination and dehydration.
3. Discard food items that are not needed or used so as to increase circulation and prevent crowding.
4. Rotate stock in a first-in, first-out basis.
5. Wash and wipe out refrigerator frequently.
6. Open door only when necessary so as not to raise internal temperature.



HSE Manual

Section 1.11– Cooking Utensils

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.11.1 Purpose

The purpose of this document is to provide the galley crews with a ready reference of the company's standards and expectations in regard to the use and care of cooking utensils for food preparation.

1.11.2 General Description

Multi-user equipment and utensils shall be constructed and repaired with safe materials, including finishing materials, shall be corrosion resistant and nonabsorbent and shall be smooth, easily cleanable and durable under conditions of normal use. Single service articles shall be made from clean, sanitary, safe materials. Equipment utensils and single-service articles shall not impart odors, color or taste nor contribute to the contamination of food. Food poisoning has occurred as a result of the ingestion of acidic food or drink which has been in contact with equipment or utensils containing such metals and / or their salts such as cadmium, lead and zinc. Therefore, the product surfaces of equipment, utensils, and single service articles must be non-toxic and must not cause prohibited food additives to migrate into food nor present uncleanable surfaces due to poor design or poor durability under use conditions.

1.11.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures are in place, understood by staff and implemented.

1.11.4 Revision

Chief Executive Officer & QA/HSE/Training



1.11.5 Procedure

Wood

Hard maple or equivalently nonabsorbent material may be used for cutting blocks, salad bowls and bakers tables.

Wood may be used for single service articles such as chop sticks, stirrers or ice cream spoons. The use of wood as a food contact surface under other circumstances is prohibited. Wood may not be used for the preparation of raw meat items for reasons of cross-contamination.

Plastics

Safe plastic or rubber or rubber-like materials that are resistant under normal circumstances of use to scratching, scouring, decomposition, crazing, chipping and distortion that are sufficient weights and thickness to permit cleaning and sanitizing by normal dish washing methods, are permitted for repeated use.

Mollusk and Crustacean shells

Mollusk and crustacean shells may be used only once as a serving container. Further reuse of such shells for food service is prohibited.

Single Service

Reuse of single-service articles is prohibited.



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Section 1.12– Utensils and Equipment Sanitation

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.12.1 Purpose

The purpose of this document is to provide the galley crews with a ready reference of the company's standards and expectations for the sanitation of cooking utensils and equipment.

1.12.2 General Description

Regular effective cleaning and sanitizing of equipment, utensils and work or dining surfaces minimizes the probability of contamination of food during preparation, storage or service, and the transmission of disease organisms to consumers and employees. Effective cleaning will remove soil and prevent the accumulation of food residues, which may decompose or support the rapid development of food poisoning organisms or toxins.

Application of effective sanitizing procedures destroys those disease organisms which may be present on equipment and utensils after cleaning, and prevents the transfer of such organisms to consumers or employees, either directly through tableware such as glasses, cups and flatware, or indirectly through the food.

1.12.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that their procedures are in place, understood by staff and implemented

1.12.4 Revision

Chief Executive Officer & QA/HSE/Training



1.12.5 Procedure

Cleaning Frequency

1. Tableware shall be washed, rinsed and sanitized after each use.
2. To prevent cross contamination, kitchen ware and food contact surfaces of equipment shall be washed, rinsed, and sanitized after each use and following any interruption of operations during which time contamination may have occurred.
3. When equipment and utensils are used for the preparation of potentially hazardous foods on a continuous or production line basis, utensils and the food contact surfaces of equipment shall be washed, rinsed and sanitized at intervals throughout the day on a schedule. This should be based on food temperature, type of food, and the amount of food particle accumulation.
4. The food contact surfaces of grills, griddles, and similar cooking devices and the cavities and door seals of microwave ovens shall be cleaned at least once a day, except that, this shall not apply to hot oil cooking equipment and hot oil filtering systems. The food contact surfaces of all cooking equipment shall be free of encrusted grease deposits and other accumulated soil.
5. Non food contact surfaces of equipment shall be cleaned as often as is necessary to keep the equipment free of accumulation of dust, dirt, food particles and other debris.

Wiping Cloths

1. Cloths used for wiping food spills on tableware, such as plates or bowls being served to the consumer shall be clean, dry and used for no other purpose.
2. Moist cloths or sponges used for wiping food spills on kitchen ware and food contact surfaces of equipment shall be clean and rinsed frequently in the sanitizing solutions permitted and used for no other purpose.
These cloths and sponges shall be stored in the sanitizing solution between uses.

Manual Cleaning and Sanitizing

1. The manual washing, rinsing and sanitizing of utensils and equipment will be done in the sinks supplied on site. Utensils and equipment too large for the sinks will be washed by hand and properly sanitized.
2. Equipment and utensils shall be pre-flushed or pre-scraped and when necessary, presoaked to remove gross food particles and soil.
3. Except for fixed equipment and utensils too large to be cleaned in sink compartments, manual washing, rinsing and sanitizing shall be conducted in the following sequence:
 - A. Sinks shall be cleaned prior to use.
 - B. Equipment and utensils shall be thoroughly washed in the first compartment with a hot detergent solution that is kept clean.



- C. Equipment and utensils shall be rinsed free of detergent and abrasives with clean water in the second compartment.
 - D. Equipment and utensils shall be sanitized in the third compartment.
- 4. The food contact surfaces of all equipment and utensils shall be sanitized by:
 - A. Immersion for at least one-half minute in clean hot water at a temperature of at least 75°C, or
 - B. Immersion for at least one minute in a clean solution containing at least 50 parts per million of available chlorine as a hydrochloride and at a temperature of at least 25°C, or
 - C. Immersion for at least one minute in a clean solution containing at least 12.5 parts per million of available iodine and having a pH not higher than 5.0 and a temperature of at least 25°C, or
 - D. In the case of equipment too large to sanitize by immersion, rinsing, spraying or swabbing with a chemical sanitizing solution of at least twice the strength required for that particular sanitizing solution.
- 5. When hot water is used for sanitizing, the following facilities shall be provided and used:
 - A. An integral heating device or fixture installed in, on, or under the sanitizing compartment of the sink capable of maintaining the water at a temperature of at least 75°C.
 - B. A numerically sealed indicating thermometer, convenient to the sink for frequent checks of water temperature, and
 - C. Dish baskets of such size and designed to permit complete immersion of the tableware, kitchenware equipment in the hot water.
- 6. When chemicals are used for sanitation, they shall not have concentrations higher than the maximum permitted and a test kit or other device that accurately measures the parts per million concentration of the solution shall be used.



Mechanical Cleaning and Sanitizing

1. Cleaning and sanitizing may be done by spray type or immersion dish washing machines or by any other type of machine or device it is demonstrated that it thoroughly cleans and sanitizes equipment and utensils. These machines and devices shall be properly installed and maintained in good repair. Machines and devices shall be operated in accordance with manufacturer's instructions and utensils and equipment placed in the machine shall be exposed to all dish-washing cycles. Automatic detergent dispensers, wetting agents, dispensers and liquid sanitize injectors, if any, shall be properly installed and maintained.
2. Machine or water line mounted numerically scaled indicating thermometers, shall be provided to indicate the temperature of the water in each tank of the machine and the temperature of the final rinse water as it enters the manifold.
3. Rinse water tanks shall be protected by baffles, curtains, or other effective means to minimize the entry of wash water into the rinse water. Conveyors in dish washing machines shall be accurately timed to assure proper exposure times in wash and rinse cycles in accordance with manufacturers specifications attached to the machines.
4. Equipment and utensils shall be flushed or scraped and, when necessary, soaked to remove gross food particles and soil prior to being washed in a dish washing machine operation. Equipment and utensils shall be placed in racks, trays, or baskets, or on a conveyor, in a way that food contact surfaces are exposed to the unobstructed application of detergent wash and clean rinse waters and that permits free draining.
5. Machines (single tank, stationary rack, door-type machines and spray type glass washers) using chemicals for sanitizing may be used, provided:
 - A. The temperature of the wash water shall not be less than 60°C.
 - B. The wash water shall be kept clean.
 - C. Chemicals added for sanitizing purposes shall be automatically dispensed.
 - D. Utensils and equipment shall be exposed to the final chemical sanitizing rinse in accordance with manufacturer's specifications for time and concentration.
 - E. The chemical sanitizing rinse water temperature shall not be less than 25°C nor less than the temperature specified by the machines manufacturer.
 - F. A test kit or other device that accurately measures the parts per million concentration of the solution shall be available and used.



6. Machines using hot water for sanitizing may be used provided that wash water and pumped rinse water shall be kept clean and water shall be maintained at not less than the temperature of 75°C.

- A. Single tank, stationary rack, dual temperature machine:

Wash temperature : 65°C

Final rinse temperature : 85°C

- B. Single tank, stationary rack, dual temperature machine:

Wash temperature : 65°C

Final rinse temperature : 75°C

If this machine is used, the proper amount of sanitize must be part of the final rinse.

- C. Single tank, pot, pan and utensil washer (either stationary or moving rack)

Wash temperature : 65°C

Final rinse temperature : 85°C

7. All dish washing machines shall be thoroughly cleaned at least once a day, or more often when necessary, to maintain them in a satisfactory operational condition.

Drying

After washing, all equipment and utensils shall be air-dried.



HSE Manual

Section 1.13– Storage of Utensils & Equipment

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.13.1 Purpose

The purpose of this document is to provide the galley crews with a ready reference of the company's standards and expectations in regard to the proper storage of utensils and food preparation equipment.

1.13.2 General Description

Improper storage of equipment and utensils exposes them to contamination from many factors in the storage environment such as splash, dust or food particles. Additional contamination may occur as the result of normal worker activities during food preparation. Accordingly, the storage and handling procedures for cleaned and / or sanitized equipment and utensils and single service articles must be adopted to the protective storage requirements imposed by the varied storage conditions encountered in general storage, storage incidental to food preparation or service and the storage environment specified by consumer self service.

1.13.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures are in place, understood by staff and implemented.

1.13.4 Revision

Chief Executive Officer & QA/HSE/Training



1.13.5 Procedure

Handling

Cleaned and sanitized equipment and utensils shall be handled in a way that protects them from contamination.

Spoons, knives and forks shall be touched only by their handles. Cups, glasses, bowls, plates and similar items shall be handled without contact with the inside surface or surfaces that contact the user's mouth.

Storage

1. Cleaned and sanitized utensils and equipment shall be stored at least 6 inches above the floor in a clean, dry location in a way that protects them from contamination.
2. Utensils shall be air dried before being stored or shall be stored in a self-draining position.
3. Glasses and cups shall be stored inverted. Other stored utensils shall be covered or inverted, wherever practical. Facilities for the storage of knives, forks and spoons shall be designed and used to present the handle to the employee or consumer.

Single Service Articles

1. Single service articles shall be stored at least six inches above the floor in closed cartons or containers that protect them from contamination.
2. Single service articles shall be handled and dispensed in a manner that prevents contamination of surfaces that may come in contact with food or with the mouth of the user.
3. Single service knives, forks and spoons packaged in bulk shall be inserted into holders or be wrapped by an employee who has washed his hands immediately prior to sorting or wrapping the utensils, Unless single service knives, forks and spoons are pre-wrapped or prepackaged, holders shall be provided to protect these items from contamination and present the handle of the utensil to the consumer.

Prohibited Storage Area

The storage of food equipment utensils, or single service articles in toilet rooms or chemicals storage areas is prohibited.



HSE Manual

Section 1.14– Proper Storage and Disposal of Garbage

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.14.1 Purpose

The purpose of this document is to provide the catering crews with a ready reference of the company's standards and expectations in regard to Proper storage and disposal of garbage.

1.14.2 General Description

Proper storage and disposal of garbage and refuse is necessary to minimize the development of odors, to prevent such wastes from becoming an attractant and shelter or breeding place for insects and to prevent the soiling of food preparation and food service areas. Improperly handled garbage creates nuisance conditions, makes housekeeping difficult and may be possible source of contamination of food, equipment and utensils.

All containers must be maintained in good repair and cleaned as necessary in order to store garbage and refuse under sanitary conditions.

1.14.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures are in place, understood by staff and implemented.

1.14.4 Revision

Chief Executive Officer & QA/HSE/Training



1.14.5 Procedure

Containers

1. Garbage and refuse shall be kept in durable, easily cleanable insect proof and rodent proof containers that do not leak and do not absorb liquids. Plastic bags and wet strength paper bags may be used to line these containers, and they may be used for storage inside the food service establishment.
2. Containers used in food preparation and utensil washing areas shall be kept covered after they are filled.
3. There shall be a sufficient number of containers to hold all the garbage and refuse that accumulate, which are broken down to 'Biodegradable', 'Non-Biodegradable' and 'Hazardous'.
4. Soiled containers shall be cleaned sufficiently often to prevent insect and rodent attraction. Each container shall be thoroughly cleaned on the inside and outside in a way that does not contaminate food, equipment, utensils or food preparation areas.

Storage

1. The storage of garbage and refuse in the galley is limited to the amount that can be held in the proper containers. The garbage and refuse will be removed from the galley with such frequency as to minimize odors or the possibility of contamination of food items.
2. The outside storage of garbage and refuse will be in the specific area as directed by the Client's Representative or his designate. The garbage and refuse will be stored in one or two containers, with the burn basket or the shipping container that is sent to shore base and disposal. These areas will be kept clean at all times.

Disposal

1. Garbage and refuse shall be disposed often enough to prevent the development of odor and the attraction of insects.
2. When available, trash compactors are to be used. Personnel using the trash compactor will be given instruction on how to operate it prior to use.
3. Any burning of garbage will be with the permission of the Client's Representative or worksite supervising personnel dependent on the environmental regulations that apply.
4. Foodstuffs thrown overboard within 12 miles must be ground in compliance with the MARPOL regulations.



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Section 1.15– Pest Control

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.15.1 Purpose

The purpose of this document is to provide the catering crews with a procedure for the inspection and control of insects and rodents within the areas of responsibility of the operation.

1.15.2 General Description

The most common and dangerous pests are rats, mice, flies and cockroaches. These pests are capable of disease transmission. Pests walk and feed on filth and garbage, picking up germs as they walk and feed, and the germs they pick up are transferred to the food we eat when they come in contact with our food. Flies, cockroaches and biting insects can carry a large number of communicable diseases of man. They may spread typhoid, dysentery and diarrhea. They have a part in spreading cholera, yaws, trachoma and many other diseases. They can also transmit salmonella micro-organisms. Rodents frequently cause the spread of many diseases. Birds, cats, dogs or other pets must also be secluded from food facilities because of potential transfer of filth containing germs.

1.15.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that these procedures are in place, understood by staff and implemented in the daily routine operations.

1.15.4 Revision

Chief Executive Officer & QA/HSE/Training



1.15.5 Procedures

TYPES OF PESTS AND CONTROL MEASURES

1. INSECTS PEST

- A. Flies can be controlled by use of screens on windows used for ventilation, self closing devices on doors. Proper disposal of garbage, space spraying, covering of exposed food and destroying breeding areas will further assist in minimizing the fly population. Do not use air-curtain devices and screen doors at customer entrances.
- B. All newly constructed food buildings and those being extensively remodeled should have a residual insecticide applied prior to opening. This will not only kill any cockroaches that are present but will establish a barrier to prevent the migration cockroaches.
- C. Grain pests not only attack flour and cereal products, but also stored candy, nuts, sugar and dried fruits. There are 4 types - weevils, beetles, moths and mites. Control must be accomplished by proper stock rotation, short storage and thorough checking of incoming supplies. A surface examination may reveal heavy infestation, but a screening may be necessary to detect lighter infestations. Insects may be visible on the floors and in areas around food. A mite infestation may be suspected when cereal products develop a sour odour. This can be confirmed by placing the product under bright light and observing movement of the mites with a magnifying glass.
- D. Insecticides, when applied properly can be an effective deterrent to insect pests. Insecticides are classified as residual sprays, space sprays, dust and baits. All areas must be thoroughly cleaned prior to the application of insecticides.
- E. A residual spray is one applied to a surface, such as a wall or floor so that a deposit is left to kill insects. The water or oil used to carry the insecticide evaporates, leaving the insecticide as a very thin layer over the treated surfaces. The surface being treated should be uniformly sprayed but not so heavily that applications on a wall will run. Residual insecticides will be permitted to remain at least 2 weeks, preferably a month. With good housekeeping and proper application of the insecticide, it should not be necessary for any activity to be sprayed more than once every 3 weeks. Managers or any food service employee should not apply residual insecticide. This should be sub-contracted. All food equipment and working surfaces will be covered and protected during spraying.
- F. Contact sprays must hit the insect in order to kill it. They are usually applied to a concentration of insects, such as a cluster of roaches in a corner or crack.



- G. Insecticide dusts generally contain in dry form the same toxic agents found in the various sprays. There are situations in which it may be preferable to use dry dust rather than a spray. However, more skill is required for correct application.

2. RODENT PESTS

- A. Precautions must be taken to keep rats and mice out of a building. Any small opening lets them in. A little cement, metal sheeting or quarter inch hardware cloth may be all that is needed to prevent a rodent infestation.
- B. Rats and mice live and nest in secluded spaces such as those between walls, under floorings or under objects that are never moved. Rats and mice are generally most active during twilight and dark hours. Mice seldom wander more than a few feet from their nests, but rats go out searching for food or shelter. Roof rats are excellent climbers, and both rats and mice can gnaw through wood.
- C. Recognition of rodent signs is necessary since the rodents themselves are not often seen, such as :
 - a) **Runways:** Rats habitually use runways between food and water harbourage.
 - b) **Rub Marks:** Repeated contact of the bodies along walls results in greasy marks. Fresh marks are soft and greasy, and will smear if rubbed. Old rub marks are dry and will flake off if scratched.
 - c) **Tracks:** Fresh tracks are sharp and distinctive while old tracks may become covered with dust and are less distinctive. Detection of rodent activity may be facilitated by painting a 6 inch white strip around the floor and wall junction of food storage area or dusting with flour or talc.
 - d) **Droppings:** Fresh faeces are soft, shiny and dark. In a few days they become dry and hard, old faeces material is dull, grayish and will readily crumble.

3. INDOOR PEST CONTROL

- A. Pesticides used by operations indoors will be only approved pesticides for indoor use.
- B. Rodent control will be maintained by the use of rat glue in areas of possible infestation in order to minimize the infestation of these pests proper levels of cleanliness and sanitation will be maintained also.
- C. For treatment of houseflies, flying insects and mosquitoes, a spray in aerosol form will be applied at the close of business each day as needed in all facilities such as



dining halls, bakery, dry stores and cold storage. The active ingredients to be used are peregines with synergism.

- D. For treatment of ants, roaches, silver fish, flour beetles, etc. A solution of approved pesticide will be applied monthly by pressure sprayer in all warehouses, dining halls and bakeries. This will be accomplished one time monthly or as required if more frequently.
- E. For treatment of rats and mice in warehouses and dry storage areas, “Rat Glue” will be used. There are no listed active ingredients in these products. Product will be applied to cardboard squares and placed throughout the areas with bait such as peanut butter also applied to the cardboard. These cardboard baits will be inspected daily and if any have been caught, they will be placed in a trash bag and disposed of according to established procedures.

4. HEALTH AND SAFETY PRECAUTIONS FOR PESTICIDES AND CHEMICALS

- A. All pesticide chemicals are poisonous and unless properly handled can be hazardous to humans. All personnel involved in transporting, storing or disposing of pesticide chemicals will observe the safety precautions specified herein. Supervisory personnel are charged with the responsibility for ensuring that all personnel observe maximum safety precautions while handling pesticides:
 - a) All pesticide chemicals will be stored in a secured building and protected from exposure to weather. Flammable products will be stored away from open flame or excessive heat. Smoking will not be permitted while handling pesticides. Pesticides will be mixed in the trash shelter.
 - b) All pesticides will be stored in their original containers, tightly sealed and with labels intact. If it becomes necessary to substitute containers, so not use empty food or drink containers for storage, always transfer the labels from the original container to the substitute container.
 - c) Adequate ventilation should always be provided in enclosed storage areas. Any contamination of the skin, particularly with liquid concentrates will be immediately washed off with soap and water.
 - d) Protective clothing such as overalls, aprons and rubber gloves will be worn while mixing concentrates or applying diluted chemicals.



- e) Approved respiration masks will be worn while pesticides are being handled or sprayed, pesticides of different properties will not be mixed. All labels will be read thoroughly and the directions, as stated, will be closely followed. The name of the product, the chemical name, the percentage of concentrate and first aid information will be copied and kept by the supporting medical facility.
- f) Immediate action will be taken by the supervisor to correct any hazardous practices, procedures or condition.
- g) Disposal of unused pesticides and used containers :
 - i. Unused pesticides in either concentrated or diluted form will be disposed of by wrapping in a trash bag and placing in the trash shelter.
 - ii. Used, empty insecticide containers will be placed in a plastic trash bag and placed in the trash shelter.

5. RECORD KEEPING

Each application of insecticide will be recorded in a logbook with entries to indicate the date, location, time of day, material used and the applying person.

6. FIRST AID MEASURES

Should any personnel come in adverse contact with pesticides, first aid will be administered according to the chemical manufacturer's recommendations. The affected personnel will be transported to the central medical facility for subsequent treatment and evaluation.



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Section 1.16– Food Borne Illness

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

1.16.1 Purpose

The purpose of this document is to provide the Camp Boss/Catering Supervisor with a ready reference of the company's standards and expectations in regard to food borne illness and investigation process.

1.16.2 General Description

Contamination of and microbial growth in food due to improper handling procedures during preparation, cooking and service may lead to an outbreak of illness at the site or location. This section deals with the proper steps to take in the event of a Food Borne Illness outbreak. The procedures are the minimum allowed.

1.16.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that the procedures are in place, understood by staff and implemented in the event of an emergency and in daily routine operations.

1.16.4 Revision

Chief Executive Officer & QA/HSE/Training



1.16.5 Procedure

A sanitation inspector or site safety supervisor together with the Client's Representative or Medic onboard should investigate all suspected outbreaks of food or water borne illness. An investigation will be implemented when 3 or more persons complain of gastric distress, nausea, vomiting or diarrhea within an 8 hour period. The investigation will include, but not limited to :

- a) Questioning of all ill persons as to what type of food they have eaten in the past 12 hours.
- b) Conducting a sanitation inspection of the food preparation area (galley) to determine :
 - i. How the food was prepared and served.
 - ii. Whether the food was contaminated and conducive to bacteria growth.
 - iii. If any food handler is infected with cuts, sores, boils or having any type of diarrhea.

If the ill persons are evacuated for treatment on shore, a sample of the suspected food will be sent for analysis.

Also, a water sample will be collected and sent to the nearest Public Health Department for analysis.

At the conclusion of the investigation, a written report will be set up, identifying the source of contamination, the number of persons who ate the same food and did not become ill, and the corrected measures taken to prevent a reoccurrence.



HSE Manual

Section 2 – Introduction to Housekeeping Standards

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

2.1 Purpose

The purpose of this document is to provide the catering crews with a ready reference of the company's standards and expectations in regard to Housekeeping services.

2.2 General Description

This Section is the minimum set of standards that the company wishes to see at each site or location. These standard procedures and specifications are minimum guidelines for operation of the living quarters at the location. Housekeeping procedures and standards must be followed closely. The guidelines are for the living conditions of personnel at the location. These procedures and standards are the minimum allowed. The specifications are meant as guidelines and are minimal.

2.3 Responsibility

It is the responsibility of the Camp Boss/Catering Supervisor to ensure the catering crew has access to this procedure and / or the steward has a copy for reference material.

2.4 Revision

Chief Executive Officer & QA/HSE/Training



HSE Manual

Section 2.1– Cabins/Rooms

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

2.1.1 Purpose

The purpose of this document is to communicate the minimum expectations of the catering crew regarding the upkeep of the cabin/rooms.

2.1.2 General Description

Good housekeeping applies to all areas at the site. Although there are personnel assigned specifically for this task, it does not negate responsibility in cleaning up one's own mess. Teamwork is essential for maintaining clean and safe living and working environments.

2.1.3 Responsibility

The primary responsibility for maintaining a clean and safe cabin/room is the occupant. In the event the occupant is not getting the housekeeping support expected, consult the steward. If satisfaction has not been met, report the problem to the Camp Boss/Catering Supervisor.

2.1.4 Revision

Chief Executive Officer & QA/HSE/Training



2.1.5 Procedure

1. Room Steward and Duties

The cabin/room stewards are responsible for the sanitation and proper condition of the bedrooms, toilets and change room, recreation facilities, and all hallways and internal areas. These cabin/rooms and common areas shall be kept clean and orderly at all times.

- a. The beds of each room shall be made each shift or after each man has come on duty. If there are two men assigned for one bunk, the bunk shall have all clean linen prior to the second man sleeping. The bed shall be made with one bottom sheet, one top sheet and one blanket. Extra blankets will be made available to any man requesting one.

There will be at least one pillow for each bunk, to be supplied with a fresh pillowcase upon each linen change. The bunk shall be made in such a manner that all linen and blankets are folded and tucked under the mattress with the proper cuff folded back at the top of the mattress and the pillow placed at or above the cuff.

- b. The bedroom shall be swept and moped each day or more as needed. The room shall be swept under all bunks and lockers thoroughly and mopped thoroughly with clean water with an acceptable anti-bacterial agent added. There will be no wet spots or pools of water left on the floor after bedroom personnel have finished the room. The lockers, walls, bunk posts, doors, and any exposed surface shall be wiped down with either a dilute vinegar water solution or an acceptable antibacterial solution each day. The ceiling shall be dusted and cleaned as is needed-prescribed, once a month or as needed. Once a month, the mattress will be turned, both over and from head to foot.

All electrical light bulbs and fixtures will be checked each day and a non-functioning fixture will be reported to the Camp Boss/Catering Supervisor.



HSE Manual

Section 2.2 – Bathrooms and Laundry

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

2.2.1 Purpose

The purpose of this document is to communicate the minimum expectations of the catering crew regarding the upkeep of the bathrooms and laundry.

2.2.2 General Description

Good housekeeping applies to all areas of the rig including the quarters. Although there are personnel assigned specifically for this task, it does not negate responsibility in cleaning up one's own mess. Teamwork is essential for maintaining clean and safe living and working environments.

2.2.3 Responsibility

The primary responsibility for maintaining a clean and safe bathroom is the user. In the event the user is not getting the housekeeping support expected, consult the steward. If satisfaction has not been met, report the problem to the Camp Boss/Catering Supervisor.

2.2.4 Revision

Chief Executive Officer & QA/HSE/Training



2.2.5 Procedure

1. Bathroom and Toilet Facilities

All bathroom and toilet facilities must be swept and mopped each day with a water and antibacterial solution. All toilets must be scrubbed and wiped down each day with an acceptable cleaning solution. Toilet facilities that are part of change room facilities will be swept and mopped twice a day. Shower stalls will receive a special attention each day to ensure the sanitation and maintenance of these facilities. Toilets, urinals, lavatories, shower stalls will be scrubbed with an antibacterial solution. Partitions between toilets will be wiped down each day with an anti-bacterial solution. Walls, ceilings and doors will be wiped down as often as necessary or at least once a month. Any defects found are to be reported to the Camp Boss/Catering Supervisor.

- A. Linen: Must be changed at least once a week.
- B. Towels: Clean towels and wash cloths will be supplied to each man at a minimum of every other day or as needed.
- C. Laundry: The catering company will be responsible for the cleaning and laundering of all linen, towels, and blankets that are used on board.



HSE Manual

Section 2.3 – Common Areas and Change-room

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

2.3.1 Purpose

The purpose of this document is to communicate the minimum expectations of the catering crew regarding the upkeep of the common areas and change-room.

2.3.2 General Description

Good housekeeping applies to all areas of the site or location including the quarters. Although there are personnel assigned specifically for this task, it does not negate responsibility in cleaning up one's own mess. Teamwork is essential for maintaining clean and safe living and working environments. The recreation rooms, hallways, entranceways, break areas and change rooms shall be free of cups and plastic glasses, spills will be cleaned up immediately and plates shall be returned to the galley promptly after use.

2.3.3. Responsibility

The primary responsibility for maintaining a clean and safe bathroom is the user. In the event the user is not getting the housekeeping support expected, consult the steward. If satisfaction has not been met, report the problem to the Camp Boss/Catering Supervisor.

2.3.4 Revision

Chief Executive Officer & QA/HSE/Training

2.3.5 Procedure

1. Recreation Room

The recreation room will be swept and mopped at least once a day. Any magazine, playing cards, or games that are not in use will be returned to their proper place. If coffee service is provided in the recreation room, it will be kept clean and orderly at all times. The water receptacle that is used to store the spoons will be changed at least twice a day. There should be an ample supply of cups, whitener and supplies for the consumption of coffee by the men.



2. Common Areas

All common areas, hallways and entranceways will be swept and mopped each day except that high traffic areas will be mopped twice a day or as needed.

3. Change Room

The change room shall be swept and mopped a minimum of twice daily and more often as needed. The galley hand that is responsible for the change room shall check periodically for soiled towels, cloths, waste paper, waste on the floor and any item that is out of place. These items shall be returned to their proper place or cleaned. The toilet facilities and partitions shall be scrubbed down with acceptable anti bacterial cleanser at least once a day. All showers will be cleaned and wiped down with an acceptable antibacterial cleanser each day. The walls, ceilings and doors will be cleaned at least once a week or as necessary. If lockers are supplied in the change room, they will be wiped down each day with a damp cloth using a dilute solution of vinegar and water or antibacterial solution.



HSE Manual

Section 3– Catering Staff Health & Hygiene

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

3.1 Purpose

The purpose of this document is to provide the catering crews with a ready reference of the company's standards and expectations in regard to Personal Hygiene for Catering Crew.

3.2 General Description

Any catering company member, must upon demand of Company, pass a health examination. The catering personnel shall be free from communicable diseases, open sores or wounds before being allowed to work in the galley or in the preparation, handling, or serving of food products for the consumption by rig personnel. Galley personnel will wear hair restraints and clean clothing at all times while engaged in the production of food items. All catering personnel will have a friendly and prompt attitude while on board the rig. The camp boss/chief steward will be responsible for the overall sanitation and day-to-day condition of the living conditions on the rig. The chief steward will report any malfunctioning equipment or fixtures to the Client's Representative for repair.

3.3 Responsibility

The responsibility lies with the Camp Boss/Catering Supervisor to ensure that their procedures are in place, understood by their staff and implemented in the event of an emergency and in daily routine operations.

3.4 Revision

Chief Executive Officer & QA/HSE/Training

3.5 Procedure

The catering personnel are on board to provide a service to the Client's personnel. They accomplish a necessary and important function that impacts the overall operation of the site or location. Therefore the attitude, health and technical skill of the catering crew is essential for obtaining a productive work environment.



Employee Health

No person, infected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease or afflicted with a boil, an infected wound, or an acute respiratory infection shall work in a food service establishment in any capacity in which there is a likelihood of such persons contaminating food or food like contact surfaces with pathogenic organisms or transmitting disease to other persons.

Rationale

Disease that is transmitted through food frequently originates from an infected food service employee, even though the employee may show little outward appearance of being ill. A wide range of communicable diseases and infections may be transmitted by infected food service personnel to other employees and to the consumer through the contamination of food and through careless food handling practices. It is the responsibility of both management and staff to see that no person who is affected with any disease that can be transmitted by food works in any area of a food service establishment where there is a possibility of disease transmission.

Personal Cleanliness

Galley hands shall thoroughly wash their hands and the exposed portions of their arms with soap and warm water before starting work, during work as often as necessary to keep them clean and after smoking, eating, drinking, or using the toilet. Galley hands shall keep their fingernails clean and trimmed.

Rationale

In order to prevent the contamination of food and food contact surfaces, and the resulting potential transmission of food borne illness. It is essential that galley hands observe strict standards of cleanliness and proper hygiene during their working periods and before starting work or returning to work after any interruption of their food service activities.

Clothing

1. the outer clothing of all galley hands shall be clean.
2. Employees shall use effective hair restraints to prevent the contamination of food or hair food contact surfaces.

Rationale

Hair restraints and the clothing of galley hands play an important role in the prevention of food contamination and food contact surface contamination. Because of this, hair should be restrained to prevent any possibility of it entering into food. Galley hands also must not wear clothing that is obviously soiled or difficult to keep clean because food may be repeatedly contaminated by food debris or other soil from the clothing of galley hands.

**Employee Practice**

1. Galley hands shall consume food only in designated areas.
2. Galley hands shall not use tobacco in any form while engaged in food preparation or service, nor while in areas used for equipment or utensil washing or for food preparation. Galley hands shall use tobacco only in designated areas.
3. Galley hands shall handle soiled tableware in a way that minimizes contamination of their hands.
4. Galley hands shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods in the food service establishment.

Rationale

The overall cleanliness and observation of good practices by galley hands include not only the personal cleanliness of the galley hands, but also the way they perform duties. This creates a situation where both factors are interdependent since an unclean employee cannot handle food in a sanitary fashion, and in a work situation, any employee soon accumulates excessive soil if proper sanitary procedures are not observed. Smoking or eating by galley hands anywhere but in the designated areas is prohibited because of the probability of contamination of food and food contact surfaces by the galley hands as a result of these activities. Unsanitary and unsightly personal practices such as scratching the head, placing the fingers in or about the mouth or nose, or indiscriminate and uncovered sneezing or coughing may not only result in contamination of the food, but may adversely affect the confidence of the personnel in the galley. Careless handling of and unnecessary contact with the soiled surfaces of tableware or linens should be avoided because it unnecessarily exposes galley hands to health hazards and increases the possibility of transmitting disease to the consumer.

RULES AND PROCEDURES FOR FOOD SERVICE PERSONNEL

Food service personnel are the ones who are engaged in storing, preparing and serving food; cleaning, sanitizing and storing utensils and equipment. Due to their nature of work, the following rules and procedures are to be observed:

- a) All food service personnel have to undergo a pre-employment medical check-up, which is to include physical check-up, x-ray, urine, stool and blood count. Furthermore, annual medical check-ups will also be required to affirm that the food service personnel are medically fit to handle food.
- b) Any food service personnel suspected to be having any communicable disease will not be allowed in the food preparation areas. These communicable disease include, but not limited to: diarrhea, common colds, boils, burns, infected wounds and sores.
- c) All food service personnel will maintain a high degree of personal cleanliness and will conform to good hygiene practices during all work periods in the food preparation areas.



- d) Appropriate hair restraints such as forage caps, chef hats, etc. will be worn at all times by all personnel working in the food preparation areas.
- e) Personnel will not be allowed to use any form of tobacco while engaged in food preparation or serving.
- f) Personnel assigned to toilets or change room duty will not be used to prepare or serve food, unless they shower and change into clean clothes.
- g) Kitchen clothes will be removed before each visit to the toilet and hands will be washed. Hands will be washed as well after smoking, handling garbage and between handling raw and cooked food.
- h) Only authorized personnel will be allowed in the food preparation area.
It will not be used as a thoroughway.

TRAINING

All the food service personnel will be instructed in :-

- a) The principles of food borne illness
- b) Transmission of communicable disease.
- c) Cleanliness and Personal hygiene.
- d) First Aid for choking
- e) Emergency drills
- f) Fire fighting, fire prevention and fire fighting equipment.



HSE Manual

Section 4– General Safety Rules & Procedures

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

4.1 Purpose

The purpose of this document is to provide the catering crews with a ready reference of the company's General Safety Rules and Procedures.

4.2 General Description

Although the types of services we specialize in making our industry possibly one of the safest in Catering operations, we are exposed in our everyday work to hazards of various origins. The following rules and procedures are implemented to preclude any untoward incident from occurring.

4.3 Responsibility

The responsibility lies with all the catering service crews to ensure that these rules and procedures are understood and strictly adhered to in all circumstances.

4.4 Revision

Chief Executive Officer & QA/HSE/Training



4.5 GENERAL SAFETY RULES

I. ALL PERSONNEL ARE REQUIRED TO OBEY THE FOLLOWING RULES :

- A. All personnel shall be informed of his reporting time at the designated place of departure and must report at that time, or give sufficient notice to the office of the reason why he cannot report for duty, otherwise that employee shall be subject to immediate termination.
- B. All personnel must report to the person in charge immediately upon arrival at the job location.
- C. Personnel at each location are required to be thoroughly familiar with the prevailing emergency procedures.
- D. Personnel shall wear adequate clean clothing.
- E. Safety helmets shall be worn by all personnel in hard hat area.
- F. Hearing protection may be required in posted areas of high noise levels.
- G. Life jackets are required to be worn by all personnel while flying over water or traveling by boat. Life jackets must also be worn by all personnel when transfer is done by boat.
- H. Injuries must be reported immediately, no matter how minor, to the person in charge
- I. Personnel are required to take an active part in fire and emergency drills conducted at the location.
- J. High standards of good housekeeping shall be maintained at all times.

II VIOLATION OF ANY OF THE SAFETY RULES STATED BELOW IS GROUNDS FOR IMMEDIATE DISMISSAL :-

- A. The possession of any illegal drugs, and/or any paraphernalia or apparatus associated with their use, intoxicating beverages, firearms, weapons or other property which would be harmful, injurious to the life, health or property of others is strictly prohibited.

NOTE: Violation of this rule will result in the prosecution of the violator.

- B. Rough play is not permitted.



- C. Smoking is strictly prohibited except in designated areas.
- D. Fighting is prohibited at all times while on board the installation.
- E. Theft or removal in any form of corporate or personnel belongings from the location is prohibited.
- F. Swimming from an offshore location is strictly prohibited.
- G. Sleeping, loitering or watching TV/Video while on duty is strictly prohibited.
- H. Reporting to the place of departure under the influence of alcohol is prohibited.
- I. Using sharp objects in an unsafe or threatening manner is prohibited.

TRANSPORTATION

I. HELICOPTER OPERATIONS

- A. Upon arrival at the heliport, all personnel shall report to the flight dispatch office for proper body and baggage weight accountability.
- B. Passengers will not approach the helicopter until told to do so by the dispatcher/Helicopter Landing Officer/pilot.
- C. All personnel must be familiar with the helicopter operations, such as :-
 - **Always** approach and leave the helicopter in full view of the pilot.
 - **Always** observe the path of the rotor blades while they are turning and keep well under them.
 - **Always** carry long objects horizontally to avoid contact with the rotor blades.
 - **Always** wear your life Jacket.
 - **Never** go near the tail rotor blades while they are still turning and keep well under them.
 - **Never** unfasten your seat belt during flight.
 - Upon landing, **never** leave your seat until the pilot indicates it is safe to do so.
 - **Never** distract the pilots.



- **Never** leave loose objects near the helicopter or landing area.
 - **Never** lift objects higher than your waist while under rotors.
 - **Never** hurry, always take time to think and observe.
- D. Approaches to the baggage compartment must be made from the front of the helicopter.
- E. Hats and other loose objects must be held securely when under the rotor blades.
- F. Always bear in mind that the main rotor blades can dip to less than 6 ft from the ground or deck level.
- G. Never throw out objects from the helicopter while in flight
- H. Smoking is not allowed inside the helicopter.
- I. Passengers shall conduct themselves in an orderly manner; rough play will not be tolerated. Moving from seat to seat is prohibited while in flight, unless told to do so by the pilot.
- J. Personnel disembarking will do so only on the command of the pilot or heli deck crew.
- K. Personnel leaving a location will leave a clear passageway for arriving personnel until they are off the heliport/helideck. All departing personnel will then proceed in an orderly fashion to the helicopter.
- L. Prior to take-off, all personnel must be wearing their life jackets and have their set belts fastened.
- M. Hearing protectors shall be worn when provided.
- N. Personnel under the influence of drugs or alcohol will not be allowed to board the aircraft.

II BOAT OPERATIONS

- A. Upon arrival at the boarding dock/boat landing, all personnel will report to the dispatcher for accountability purposes.
- B. Personnel will not board the boat until told to do so by the dispatcher. All personnel will conduct themselves in an orderly fashion. Rough play will not be tolerated.



- C. Personnel under the influence of drugs or alcohol will not be permitted to board.
- D. All personnel aboard the boat will follow established safety rules and obey all instructions given by the boat skipper.
- E. All personnel on deck while the boat is underway will wear personal life jackets.
- F. All personnel will wait until the boat is properly docked, all mooring lines are secured and permission given to disembark before disembarking.

III TRANSFER BY PERSONNEL BASKET (CRANE OPERATIONS)

- A. Crane transfers to and from locations :-
 - Personnel baskets are designed for personnel and baggage only. No other objects are to be transferred in the basket.
 - No more than four (4) personnel are to ride the personnel basket at any one time.
 - Personnel being transferred to and from location by the personnel basket must wear a properly fitted work vest or life jacket.
 - Personnel should never ride inside the basket.
- B. Loading and unloading
 - Never ride on loads or hooks suspended from the crane.
 - Never position yourself under or in the path of a load. Stay clear at all times.
 - Do not approach the load until it has been completely lowered or untied.
- C. In all cases, follow the instructions of the crane operator or person in charge.



GOOD HOUSEKEEPING

All crew should be constantly alert to the necessity of good housekeeping namely general cleanliness throughout the working and welfare areas and should be on the look-out for:

- Slippery floors caused by oil, grease, water of spillage of any kind. All should be mopped up immediately and the floor made safe. Holes or bumps in the floor surface should be reported to the maintenance department for repair.
- Equipment left in walkways and gangways creating a hazard. These should be removed to a storage area.
- Refuse containers should be emptied daily.
- Oil and paint soaked rags should be stored in closed safety metal containers.
- Cleaners smoking in 'no smoking' areas.
- Electric and/or gas appliances should be switched off before leaving the area.
- Scrap and refuse containers that should be adequate and in their proper places.

PERSONAL PROTECTION

Wearing of clothing that is suitable for the job is a major aid to safety. Cleaners should be told why protective clothing is provided and then they ought to wear it. Protective clothing must be properly looked after. Suitable arrangements should be made for storage, cleaning, repair and replacement as and when necessary. When health and safety are involved the use of correct protective clothing must be enforced. Every year a large number of eye injury occur. All of these are painful and many are serious leaving the sight permanently damaged. For some jobs goggles or eye shields should be worn. They are essential when strong acids or alkalis are to be used.

In the event of a cleaner accidentally receiving a splash in the eye, it should be washed immediately with copious amounts of water using an eye-wash bottle or running tap water. Failing this the face should be plunged into clean water and the eye blinked rapidly. The cleaner should then report to the First-Aider for treatment.

SAFE HANDLING OF MATERIALS

All personnel handling hazardous materials are to understand and strictly adhere to the following instructions:

- Unlabelled materials should not be used. This is because whilst, at best, no harm may result at worst use of an unknown material could result in either an acid or caustic material being spilt onto the skin or onto a surface causing damage.
- Manufacturer's instruction (MSDS) should be read carefully and understood before use. The material might be wrong material resulting in either slippery conditions, damage to the surface or to the skin. Toxic materials should be kept under lock and key.
- Any material decanted from one container to another should be properly labeled to prevent any possibility of the wrong material being used for a particular job.
- Materials should not be mixed together. Whilst mixing an anionic with a cationic detergent neutralizes both and renders both items useless and harmless mixing bleach with lavatory powder produces a poisonous gas which has resulted in a number of fatalities. Where appropriate protective clothing should be requested by the cleaner for certain tasks. Protective clothing can include aprons, gloves, boots, protective headgear, eye shields and face masks or other apparatus as necessary.



- ‘No smoking’ notices should be provided in those areas where flammable seals or polishes are being used.
- Good ventilation should be ensured in those areas where solvent based products are being used.

All staff should be conversant concerning immediate remedy for chemical splashes on the skin or in the eyes. This is to prevent the possibility of dermatitis or skin burns that can be caused by some chemicals. Any splashes which appear on a floor should be removed immediately. This is to prevent the possibility of either damage to the floor or the liquid on the surface forming a slip hazard.

Any accident or illness to staff must be reported immediately. Materials should not be left where they can become a hazard.

Staff should be technically trained to a competent level to ensure that materials are not misused. For example water based emulsion floor polish should not be applied on top of a floor maintained with a gel cleaner. Floors treated on this may have resulted in slip accidents due to the fact that emulsion polish is prevented from adhering to the floor itself, by the presence of the gel, resulting in very slippery conditions.

Aerosols should be stored in cool places and disposed of carefully. They must not be disposed by incineration as the pressure inside the aerosol may result in an explosion if it is heated.

Old cloths should be stored in metal bins rather than in wicker baskets, paper baskets or fibreboard drums. This is because rags soaked in solvent based seal or wax polish can spontaneously ignite causing a fire.

SAFE HANDLING OF EQUIPMENT

Instructions for the safe handling of mechanized or electrical equipment:

- Before using any new machine or piece of mechanical equipment, instructions are to be understood concerning its operations and particularly on safe handling.
- Cables should not be allowed to drag so that they become tangled up with the underneath of the machine. If this should happen the wire may become cut or broken resulting in an electric shock for the operator.
- Electric plugs, connections and extensions that lead to the cable of the machine should not be allowed to rest in water.
- Machines should be unplugged when not in use. Removal of the plug from the socket also prevents the possibility of someone tripping over a taut wire.
- When using a machine the cable should be kept behind the operator to avoid the possibility of running over it.
- Plugs should be examined frequently for loose wires and cables should be examined for cuts.
- Cables should not be pulled taut as this puts a strain on the plug. Any faulty machines should be reported immediately and a notice attached warning others not to use it.
- Any tanks attached to machines, also buckets, should be emptied after use otherwise they may leak and cause a puddle to form resulting in a slip hazard.
- Machines and equipment should be stored properly after use.
- Electrical repairs should not be attempted by a cleaner. It is to be referred to a qualified electrician.



- When using any portable electrical equipment the plug should not be forced into a socket that it does not fit.
- In any vessel or area where there is danger from a flammable atmosphere, only certified flameproof equipment should be used.
- When operating a machine with an electric cable stretched across a gangway/corridor the following precautions must be taken :
 - Markers should be put on the cable.
 - The cable should be carried overhead if possible.
 - If the cable is on the floor it should be protected with a cover.
 - A warning notice should be placed at each end of the corridor.
 - A trip switch should be fitted which cuts off the machine if the cable is pilled.
 - Plenty of slack should be present in the cable.

LIFTING GOODS (MANUAL HANDLING)

The largest number of industrial accidents occur during the movement and handling of goods. Many of these accidents, though simple in origin, result in painful disablement and often long periods away from work.

General principles of lifting and carrying are simple though not widely appreciated. Correct methods are, however, quickly and easily taught and can be demonstrated without elaborate equipment. Instructions in good practice can reduce the number of accidents considerably.

HANDLING METHODS

- **PROPER HOLDS** - When lifting or pulling, rest the palm of the hand against the object and fold your fingers around it.
- **STRAIGHT BACK** - Many accidents are caused through lifting an object by bending from the hips. Less muscle power is required when handling with the spine straight and legs bent then lifting the weight by straightening the legs.
- **CHIN IN** - The action of raising the top of the head, so that you feel tall and your chin comes in, automatically locks the joints of the spine. This relieves the muscles of a great strain for the work involved in keeping the spine stable thus reducing fatigue in handling.
- **PROPER FOOT POSITIONS** - Balance is extremely important in lifting. Good foot positions ensure that weight is evenly distributed. Feet should be placed approximately 6 inches apart. One foot should always be in advance of the other to assist balance. This foot should point in the direction in which you want to move so that when you lift your rear leg automatically follows through.
- **ARMS TO BODY** - Allow your arms to remain as close to your body as possible. This assures that the object handled is held close to your centre-line of gravity and there is less strain in neck, shoulder and chest muscles.

ACTIONS INVOLVED TO ENSURE SAFETY OF BUILDING OCCUPANTS

It is the duty of the cleaning staff to ensure the safety of all occupants of a building particularly whilst cleaning is in progress. Actions that should be taken by both the supervisor and cleaners includes the following:

- The area being cleaned should be closed off with barrier tape.
- Warning notices should be placed advising that cleaning is in progress.
- 'Caution Wet Floor' signs should be placed in strategic places.



- Cleaning should be avoided during peak hours.
- Fire doors, exits, lifts and main doors should be kept clear.
- Equipment should not be stored or block the main passageways and exits.
- Any unattached machinery should be switched off and unplugged.
- Machine cables should be laid along side walls or corridors and not allowed to cross the main traffic lanes.
- Any damaged floors should be reported immediately.
- Materials which cause slippery conditions should be avoided as for example a solvent wax should not be applied on a terrazzo floor.
- Half a corridor should be cleaned at a time, if possible, followed by the other half when the treated area is clean, dry and safe to walk on.
- Any flammable material should be avoided unless the area is adequately ventilated.
- ‘No smoking’ signs should be placed in obvious positions if flammable materials are being used.
- Cleaning material and equipment should not be left on the floor particularly if children are present.
- Any spillage should be wiped up immediately as this could cause a slip hazard.
- If scaffolding is being used it should be secured firmly to ensure that it is safe and that there is no danger from objects falling from it.
- Lighting should be checked periodically, particularly on staircases, to ensure that no dark patches are present.
- Cleaners should be instructed to work quietly as noise is likely to distract people and could cause an accident.

HOW TO PROMOTE SAFE WORKING CONDITIONS

All supervisors and staff are encouraged to promote safe working conditions and thereby reduce accidents by:

- Setting a good example.
- Implementing the company ‘STOP WORK POLICY’ when witnessing work being done unsafely.
- Raise Hazard Identification and Correction Cards when observing an unsafe act or unsafe condition.
- Advising management of any unsafe practices or items needing attention.
- Wearing of protective clothing when required.
- Cleaners wear suitable footwear.
- Ensure that the lighting is adequate.
- No horseplay.
- Asking for safety suggestions.
- Holding safety meetings.
- Keeping work areas tidy.
- Keeping gangways and exits clear.
- All transporting and lifting tackles are safe.
- All equipment and ladders are in good working order and are regularly checked and serviced.
- ‘Caution Wet Floor’ signs are placed at both ends of areas being treated.
- Reporting faults and assuring that remedial action is taken as for example replacing a broken light on a staircase.



- Watching for chaffed leads on machinery when in contact with wet floors.
- All machinery is unplugged when not in use.
- Treating poisonous or dangerous material with due care.
- Do not apply polish under mats, as the floor becomes slippery.
- Do not stand on chairs.
- Lift heavy items correctly.
- Not allowing cables to be stretched across corridors.

SAFETY IN A STOREROOM

Some of the methods to a safe working condition in a storeroom containing both materials and equipment are as follows:

- Placing a 'No Smoking' sign prominently in the store.
- Only authorized people to enter.
- All hazardous material containers are properly labeled.
- Storing flammable items in a separate area.
- Shelves are adequate for keeping materials off the floor.
- Facilities provided for the disposal of waste.
- All faulty electrical equipment is labeled and repaired.
- Lighting is adequate in the storeroom.
- Stacking 20 litre drums and fibreboard boxes to an acceptable height.
- Heavy items are not to be lifted above chest height.
- Keep all gangways and passages clear.
- Any poisonous items are stored in a locked cupboard.

FALLS

Falls have many causes and contributory factors the most common of which are :

- Defective flooring, loose floorboards, cracked concrete, loose tiles, grease, oil or water split onto the floor.
- Worn out or unsuitable shoes or sandals.
- Poor or too bright lighting.
- Boxes, cases or other objects in gangways and passages.
- Slippery stairs.
- Badly constructed scaffolds.
- Planks. Ladders and ramps not properly placed.
- Ladders not on a firm base or placed at the wrong angle (they should be 1 foot for every 4 foot up).

It is the duty of all personnel to always be on the lookout for the above which should be either corrected on the spot or reported to the appropriate person at the earliest opportunity by raising the Hazard Identification and Correction cards.

SLIP HAZARDS

Slip hazards can arise if floors are maintained wrongly. Safest conditions result from correct floor maintenance. Some of the reasons for slippery floors are:

- Application of the wrong type of wax to floors e.g. a solvent-based wax on vinyl tiles. Allowing a build-up of solvent based wax to occur.
- Allowing a wax containing silicone, for example furniture polish, to fall on the floor.



- The presence of water, oil, grease or fat on floors.
- Allowing a buffable type of polish to remain unbuffed and therefore unhardened.
- Solvent based wax carried over onto a floor treated with a water emulsion floor polish.
- A build-up of gel cleaner.
- Application of water emulsion polish on top of gel cleaner.
- Application of water emulsion polish on top of a solvent based polish or solvent based polish on top of a water emulsion polish.

A record of all accidents, however small, should be kept to prevent a similar accident from recurring and to provide evidence in the event of a claim.



4.6 KEYS TO GOOD SAFETY IN THE WORKPLACE

1. Set A Good Example

a. Observe All Safety and Fire Protection Rules

The staff who makes exceptions to such rules for personal convenience, regardless of the reason, seriously undermines the safety effort.

b. Wear Personal Protective Equipment Where Required

It is a good way to “sell” it and demonstrate that it is the intelligent thing to do. This is true even if the staff is not exposed to the same degree of hazard as the other employees.

c. Supervisors to Discuss Some Aspect of Safety with Employees Everyday

In this way the supervisor makes safety a part of each day’s activities and demonstrates personal interest in safety.

d. Be Enthusiastic About Safety and Fire Protection

The enthusiasm that the staff displays will generate enthusiasm among the other employees.

e. Give Safety a Priority among Your Problems

Do not let quality, production or cost considerations compromise safety or essential fire protection, ever.

2. Know the Operation

To appreciate and evaluate fully the safety and fire hazards involved, all staff should understand thoroughly the entire process or operation for which they are responsible and when in doubt, ASK.

3. Be Alert for Unsafe Acts or Unsafe Conditions

Every trip through the site or location should be an impromptu inspection tour. In this way the staff play an active role to correct hazards which might otherwise cause injuries.



4. Inspect Often, Inspect Intelligently

Safe working conditions can be achieved only through the detection and elimination of unsafe conditions and unsafe practices. Inspections help to do this. While some inspections can and should be made by the safety section and inspection committees, all staff must know their respective work areas and immediately report any unsafe equipment or condition.



HSE Manual

Section 5 – Unsafe Act & Unsafe Condition Auditing

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

5.1 Purpose

The purpose of this document is to provide all employees a working knowledge about Unsafe Acts and Unsafe Condition and actions to be taken.

5.2 General Description

There are always hazards present and if no correction is done it will eventually lead to an incident causing damage to property or injury to personnel. It is only by being observant for any unsafe act or unsafe condition and proper corrective measures taken can such hazards be controlled or eliminated.

5.3 Responsibility

The responsibility to ensuring that the all unsafe acts and unsafe conditions are corrected and eliminated lies with all employees.

5.4 Revision

Chief Executive Officer & QA/HSE/Training

5.5 Guidelines:

RECOMMENDED METHOD :

1. Determine the physical boundaries of the area to be audited and the time available for the audit.
2. Establish which particular aspects if health and safety (e.g. housekeeping, handling, traffic, dangerous substance, etc.) should receive priority.
3. Prepare a list of these priorities on which the audit results can be recorded.
4. Decide the route to use which will give the best coverage of the area and the priorities chosen.
5. Follow this route a first time and focus attention on the boundaries (e.g. floor, walls, ceiling, etc.) of the area.



6. Follow the route a second time with the focus on the major contents of the area (e.g. machines, stored materials, plates, vessels etc.) which will usually be static.
7. Follow the route a third time directing attention to movement of people, materials, vehicles, etc. and including the often invisible flow of fluids, gases, electricity, air, water, etc. (do further tours as necessary).
8. Interrupt the tour whenever an unsafe act or unsafe condition is recognized, to ask questions, examine more closely, analyze the reasons why, give instructions or record down future action required.
9. Concentrate on predicting the probability of accidents, particularly those which are unexpected or unfamiliar.
10. Review the records of audit, select the priority items and plan improvement action.

POTENTIALY HAZARDOUS AREAS

1. The Place of Work
2. Equipment
3. Handling and Storage
4. Working Environment
5. Employees Themselves
6. Systems / Procedures

1. THE PLACE OF WORK

- Blocked entrances
- Blocked exits
- Other obstructions
- Objects which might fall
- Poor lighting
- Electrical risks



- Enclosed working spaces

2. EQUIPMENT

- Cooking range, Deep Fat Fryer, Griddle, Brat Pan, Oven, etc.
- Meat slicer
- Knives, cleavers, heavy duty saws, axe
- Stainless steel storage racks
- Grinders & Miners
- Food Disposal Unit

3. HANDLING & STORAGE

- Wrong use
- Bad handling
- Bad stacking
- Wrong labeling

4. WORKING ENVIRONMENT

- Bad housekeeping
- Poor layout
- Extreme temperatures
- Inadequate ventilation
- Low lighting
- Noise/Vibration
- Dust

5. EMPLOYEES THEMSELVES

- Unhygienic sanitary arrangements
- Low standard of personal hygiene
- Lack of awareness of potential dangers
- Insufficient safety training
- Ignorance of /or reluctance to use protective equipment



- Lack of safety briefings
- Inadequate incident reporting
- Carelessness in working

6. SYSTEMS/PROCEDURES

- Incident reporting system not followed
- Accident reporting system deviated
- Work instructions not followed
- Short cuts taken

KEY POINTS FOR GOOD OBSERVATION

Introduction

To improve safety performance all unsafe acts or unsafe conditions must be eliminated by taking immediate corrective action and follow-up to prevent recurrence.

Effective observation includes the following key points :

- Be selective
- Know what to look for
- Practice
- Keep an open mind
- Guard against habit and familiarity
- Do not be satisfied with general impressions
- Record observations systematically

Observation Techniques

How to become a good observer:

1. Stop for 10 to 30 seconds before entering a new area to ascertain where people are working.
2. Be alert for unsafe practices which are corrected as soon as you enter an area.
3. Observe activity - do not avoid the action.
4. Remember **ABBI** - look **A**bove, look **B**elow, look **B**ehind & look **I**nside.



5. Develop a questioning attitude to determine what injuries might occur if the unexpected happened and how the job might be accomplished more safely. Ask “WHY?” and “WHAT COULD HAPPEN IF ...?”
6. Observe using all senses : Looking, listening, smelling, feeling and touching.
7. Maintain a balanced approach. Observe all phases of the job.
8. Be inquisitive.
9. Observe for ideas - not just to determine problems.
10. Recognize good performance.



HSE Manual

Section 6 – Emergency Response Procedures

General Information

Applies To: All Rigs, Barges, Platforms & Remote Sites
Approving Authority: Chief Executive Officer & QA/HSE/Training
Last Revision:

6.1 Purpose

The purpose of this document is to provide the catering crews with a ready reference of the company's Generic Emergency Response Procedures.

6.2 General Description

There are always hazards present at any job site, and in some situations when a hazard occurs an emergency response is required. The following Emergency Response Procedures are generic in nature and are to be implemented in the absence of any written established procedures at the job site.

6.3 Responsibility

The responsibility lies with all the catering service crews to ensure that the emergency response procedures are understood and strictly adhered to in all circumstances.

6.4 Revision

Chief Executive Officer & QA/HSE/Training

6.5 Procedures

Normally at any job site there are two (2) common types of emergency situations which is activated by an audible alarm.

GENERAL ALARM

All residents/visitors are alerted by a fluctuating siren tone. This alarm is activated when a controllable emergency situation has occurred.

PREPARE TO EVACUATE ALARM

All residents/visitor are alerted by high pitch short bursts of the siren. This alarm is activated when the emergency situation is beyond control and immediate evacuation of the site or location is imminent.



NOTE: Different sites or locations may employ a different mode of alert or alarm. All catering crew are to familiarize themselves with the site or location peculiar alarm notification.

PROCEDURES TO BE FOLLOWED IN ANY INSTANCE

Camp Boss/Catering Spvr Stop all work, make safe whatever is being done and proceed to the Mustering Station for roll-call headcount and wait for further instructions.

Cooks/Kitchen Staff Stop all work, switch off all appliances, make safe, close all doors and access to the living quarters then proceed to the designated Mustering Station for roll-call headcount and wait for further instructions.

General Service Staff Stop all work, make safe, check all assigned rooms for any occupants who may have not heard the alarm, then proceed to the Mustering Station for roll-call headcount, and wait for further instructions.

Off-duty staff Make safe then proceed immediately to the Mustering Station for roll-call headcount and wait further instructions.

At any offshore installation, during an emergency situation all catering staff are to put on their life-jackets.

NOTE: AT A JOB SITE, CATERING STAFF MAY BE GIVEN DESIGNATED DUTIES IN TIMES OF EMERGENCY. THESE DESIGNATED DUTIES WILL TAKE PRECEDENCE OVER THE NORMAL PROCEDURES.

All catering Staff are to participate actively in the emergency drills to familiarize themselves with the particular Emergency Response Procedures at their respective job sites.

At some job sites there may be other Emergency Response Procedures such as Gas Leak, Halon Gas release etc. All Catering Staff to familiarize themselves with any other Emergency Response Procedures at their respective job sites.

Upon arrival at the job site, all Catering Staff is to read the Station Bill to familiarize themselves with the Emergency Response Procedures and their Mustering Station, and for offshore personnel, their Life Craft position.

**ALWAYS REMEMBER THAT SAFETY AT ANY JOB SITE IS
PARAMOUNT AND WHEN IN DOUBT, ASK.**



Emergency Response Procedures

INSTALLATION/VESSEL:

The following Emergency Response Procedures will be followed by the Catering Crew during all Emergencies and/or Drills conducted onboard the installation/vessel.

a. **One (1) Steward**

Proceed immediately to the **Top Level Accommodation Area** and physically check all bedrooms for sleeping personnel and all bathrooms for personnel then proceed to assigned Muster Station then stand-by for further instructions.

- Name: _____

b. **One (1) Steward**

Proceed to the **Middle Level or Port Side Accommodation** and physically check all bedrooms for sleeping personnel and all bathrooms for personnel then proceed to assigned Muster Station.

- Name: _____

c. **One (1) Steward**

Proceed to the **Lower Level or Starboard Side Accommodation** and physically check all bedrooms for sleeping personnel and all bathrooms for personnel then proceed to assigned Muster Station then stand-by for further instructions.

- Name: _____

d. **One (1) Cook**

Turn Off all Ovens / Cookers / Deep Fryers Etc. **Make Galley Safe & Secure**, check that ALL personnel have vacated galley / mess-room then proceed to assigned Muster Station then stand-by for further instructions.

- Name: _____

e. **All other Catering Crew**

Proceed immediately to assigned Muster Station and put on life jacket then stand-by for further instructions.

(If crew is in the room, put on life jacket provided in room before proceeding to Muster Station)

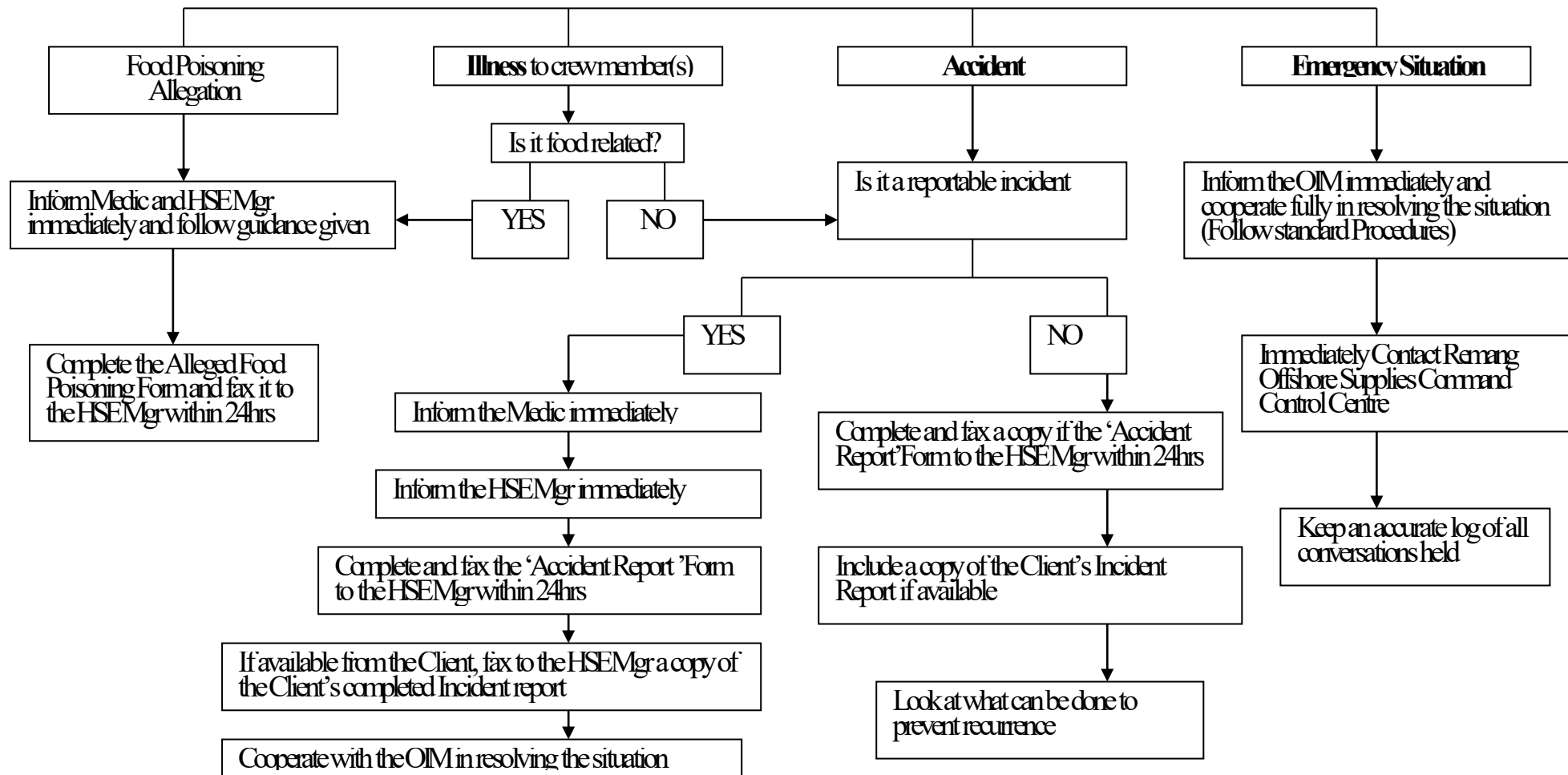
Note: *Where required or where possible, all crew to wear Safety Helmet, Safety Shoes and Safety Glasses when mustering.*

Client's Emergency Response Procedures will take precedence over the above



EMERGENCY RESPONSE PROCEDURES FAST GUIDE

WHAT HAS HAPPENED?





HSE Manual

Section 7 – Contingency Plans

General Information

Applies To:	All Rigs, Barges, Platforms & Remote Sites
Approving Authority:	Chief Executive Officer & QA/HSE/Training
Last Revision:	January 2008

7.1 Purpose

The purpose of this document is to provide the Chief Steward/Camp Boss with a ready reference for contingency procedures which are to be followed in times of an exigency or anticipated negative outcome, such as food or manpower shortage, Medical Evacuation (MEDIVAC) of catering staff or changes in personnel, activity or equipment deemed HSE critical.

7.2 General Description

To control, mitigate or recover from an exigency or uncontrolled negative state, such as food or manpower shortage, Medical Evacuation (MEDIVAC) of a catering staff or changes in personnel, activity or equipment deemed HSE critical, appropriate contingency plans have been developed and are to be implemented to deal with such situations.

7.3 Responsibility

The responsibility lies with the Camp Boss to immediately implement the appropriate contingency plan as the situation warrants.

7.4 Revision

Chief Executive Officer & QA/HSE/Training

7.5 Guidelines:

Types of exigency warranting implementation of contingency plan

7.5.1 Food Shortage

In the event that there is any food shortage onboard any offshore installation or remote site, the following procedures shall be implemented:

- Camp Boss onboard the affected worksite in consultation with the worksite manager, immediately contacts the Command and Control Centre Personnel and assess them of the situation.
- Command and Control Personnel to immediately contact the respective focal points and assess them of the situation.



- Respective focal point will immediately make the necessary arrangements for relief food supply to be sent to the affected worksite, such as:
 - Contact any company held account which is working nearby, for relief food supply to be sent over to the affected worksite.
 - Make arrangements for a transport to ferry the emergency supplies to the affected worksite.
 - Make arrangements with the Client's logistics department for an emergency milk run to the affected worksite, or transport arrangements made on company expense.
 - Make an order with the approved supplier for delivery of the emergency food supplies.
 - Coordinate and ship out the relief food supplies.

7.5.2 Manpower Shortage

In the event that there is any manpower shortage onboard any offshore location the following procedures shall be implemented:

- Camp Boss onboard the affected worksite in consultation with the worksite manager, immediately contacts the Command and Control Centre Personnel and assess them of the situation.
- Command and Control Personnel to immediately contact the respective focal points and assess them of the situation.
- Respective focal points will immediately make the necessary arrangements for relief crew to be on stand-by to be transported to the affected worksite at the earliest time possible.
- Contact the client's focal point to make arrangements for transport to ferry the relief crew to the worksite.
- Should the situation warrant, respective focal points to make arrangements to ferry the relief personnel to the worksite at company expense.

7.5.3 Medical Evacuation (MEDIVAC)

In the event that there is an imminent situation wherein any catering staff is to be evacuated, the following procedures are to be implemented:

- Camp Boss onboard the affected worksite to immediately contact the Command and Control Centre Personnel and assess them of the situation.
- Command and Control Centre Personnel to make immediate arrangements:
 - Contact the company designated hospital for emergency services and accommodation to be provided.
 - Ambulance to be on stand-by at the port of arrival of transport from the worksite.
 - Contact patient's next of kin and appraise them of the situation. Should the situation warrant, provide transport to next of kin to ferry them to port of arrival.

In all the above instances, there must always be a continuous flow of communication between the focal point and Command Control Centre, and if necessary, to include the Camp Boss of the affected worksite.



7.5.4 Changes Control in Personal, Critical Activities or Equipment:

In the event of some unforeseen circumstances which mandate a need to make some changes in HSE related personal, critical activities or equipment, the following procedures are to be implemented:

- Camp Boss to identify the type of personnel, activity or equipment that needs to be changed.
- Camp Boss to accomplish the Change Control document form.
- Camp Boss to secure authorization:

From the Safety Manager:

- **People in critical positions** - for changes in staff holding critical job functions at the worksite which can disrupt the HSE related issues inherent of that particular job function. Critical staff are the Camp Boss, cooks and bakers.
- **Work processes or procedures** - when standard work processes or procedures have to be deviated which can have an effect on the health or safety of the people at the worksite, affect the quality of food provisions or deemed detrimental to the environment, such as:
 - ✓ **Food** - where deviation from established HACCP procedures and/or standards may cause food to get spoiled or contaminated;
 - ✓ **Work** – where deviation for established work procedures may give rise to an incident or accident;
 - ✓ **Environment** – where deviation from established procedures may harm the environment.
- **Critical equipment used in the processes** - when changes are made to critical equipment used in the processes which can have an effect on the Health or Safety of the people at the worksite, affect food safety requirements or deemed detrimental to the environment, such as:
 - ✓ Change in standard/accepted type of equipment used in the transportation, preparation or cooking of food which may cause the food to get spoiled or contaminated;
 - ✓ Change in standard/accepted type of equipment used for a particular work function which may affect personal health or safety;
 - ✓ Change in standard/accepted type of equipment which may cause harm to the environment.

From the General Manager:

- **Legal requirements** - when changes to be implemented can have legal implications on the health or safety of the people at the worksite, deemed detrimental to the environment or contravene existing legal ordinances or requirements.
- In all instances, there must be a constant flow of communication between the General Manager, Operations Manager, Safety Officer and the Human Resources Manager to ensure proper coordination and updating on the progress of the change control.
- Camp Boss to monitor and document all related activity after change has been effected.
- The General Manager, Operations Manager, Safety Officer and Human Resources Manager to review the improvement resulting from the change.

Should such changes be made permanent, the corresponding safety manual or relevant document be updated to incorporate the change in work processes or procedures or equipment used.