

# ICAAMC EHS Guidance - Generic Code for workers

code for worker

Media	Action	Responsibility	Scope	Notes
<b>Information and Co-operation</b>	Has to be EHS specific Induction Training (emergency procedures; PPE; communications; first aid arrangements locations)	Operator		
	Request EHS Kick off meeting	ICAAMC Member		
	Request EHS routine meeting	ICAAMC Member/Operator		
	Organize/Attend Safety Talks	ICAAMC Member		
	Perform a preventive workplace risk assessment and advice if any high risks operations planned	ICAAMC Member		
	Establish an incident reporting system, including near-miss, unsafe act, and conditions	ICAAMC Member		
	Establish an incident investigation and RCA process			
	Get information on site/plant H&S risks	ICAAMC Member		
	Information needs to be "understandable" by workers	Operator		
<b>EHS Organization</b>	Advice if any working permit required for site	Operator		
	Advice if any specific certification is required to perform the job	Operator		
	Advice if any badging is required for security	Operator		
	Advice if any management of change process	Operator/ICAAMC Member		
	System to record and track accidents/incidents & near miss investigations	Operator		
	Alcohol and drug policy	Operator/ICAAMC Member		
	System for Safety Corrective Action Request	Operator		
	System to track EHS audits, findings and corrective actions	Operator		
	Adequate welfare facilities must be in place and well maintained	Operator		
	Use the welfare facilities available	ICAAMC Member		
<b>Site Written Procedures</b>	EHS Policy - Site Specific G&Os	Operator		
	EHS Interface document (matrix)	ICAAMC/OPERATOR		
	Site Specific EHS Plan	ICAAMC Member		
	Specific Job Safety Analysis/Risk Assessment	ICAAMC Member		
<b>Safe Behaviour and Compliance with Site Rules</b>	Designate safe working area	ICAAMC Member		
	Remember, only specifically trained employee can perform some specific tasks (LOTO, scaffolding erection & modification, rigging and lifting, confined space, high voltage electrical work)	ICAAMC Member		
	Report timely accidents/incidents near misses, unsafe acts at site	ICAAMC Member		
	stop, think, act!	ICAAMC Member		
	Don't take short cuts - all changes must be authorized/approved	ICAAMC Member		
	Get site rules and comply with them	ICAAMC Member		
	Able to clearly mark restricted work area - safety signs in place	Operator		
	Area kept free from debris, waste and material must be stored in designated			
	Walkways free from trip hazards	Operator/ICAAMC Member		
	wiring must not be damaged and must not pose trip hazards	Operator/ICAAMC Member		
	Observe no-smoking site specific rules	ICAAMC Member		
	Speed limits			
	Eating, drinking or smoking only in designated areas	ICAAMC Member		
	If you suspect asbestos presence, stop work and report immediately to project manager	ICAAMC Member		
	Be aware concerning presence of H2S and/or other hazardous substances. Get specific safety instructions	ICAAMC Member		

<b>Working Environment</b>	Be aware, report concerns (checking procedures, safety signs/instructions) a noise level, hazardous temperatures, lighting, ventilation, hazardous	ICAAMC Member		
<b>PPE</b>	PPE/Clothing appropriate to the work are available, used, well maintained and stored	Operator/ICAAMC Member		
	If clothing provided by site operator, must be undamaged, clean and fits properly	Operator		
<b>Chemical Management</b>	Any Hazardous material is in suitable containers, has warning labels intact and available	ICAAMC Member		
<b>Use of Equipments</b>	Appropriate training in use of equipments	ICAAMC Member		
	Fit for purposes, part of inspection program (checked before use)	Operator		
<b>Safe Lifting</b>	Appropriate, well maintained lifting and handling equipment - check for validity certification	Operator/ICAAMC Member to check		
	Slings, chains and belts with color code or other appropriate integrity check system	Operator/ICAAMC Member to check		
<b>Work at Height</b>	If work is to be placed above ground level (>1.2 m), there must be adequate precautions against falling	Operator		
	Portable ladder, scaffolding and stairways needs to be part of a periodic inspection program	Operator		
<b>Confined Spaces</b>	Confined spaces identification (list or map)	ICAAMC Member		
	Specific work permit to be issued (with atmosphere checks)	Operator		
<b>Energy Isolation (LOTO)</b>	All hazardous energy control devices needs to be marked and lockable	Operator		
	Operators energy isolation (LOTO) procedures should at least allow to: identify hazardous energies and disconnection points; ensure that locks and tags are correctly applied; check the effective hazardous energy interlocks at kick off.	Operator		
<b>Hot Works (welding.....)</b>	Specific work permit must be issued	ICAAMC Member		
<b>Manual Handling</b>	Ensure proper lifting is performed			
<b>Excavations</b>	Specific work permit (clearance) must be issued			
<b>Emergency Procedures</b>	Site Specific Emergency Procedures	Operator		
	Trained first aid officer on site	Operator		
	Emergency or fire fighting equipment readily available	Operator		
	Participate actively to emergency drills	ICAAMC Member		
	First Aid box readily available	Operator		
<b>Environment</b>	Site operator has arrangements for appropriate disposal of waste or re-cycling material from work	Operator		
	Make sure that chemicals are properly segregated and precautions taken to avoid spills. Flushing activities are contained, anti spill kits available. Overhead storage permits. Avoid complaint	ICAAMC Member		
<b>EHS Training</b>	EHS training appropriate to the site risks and work	ICAAMC Member		
<b>Contractor Safety</b>	Contractors needs to be EHS pre-qualified	ICAAMC Member		