



**NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD
(NCDMB)**

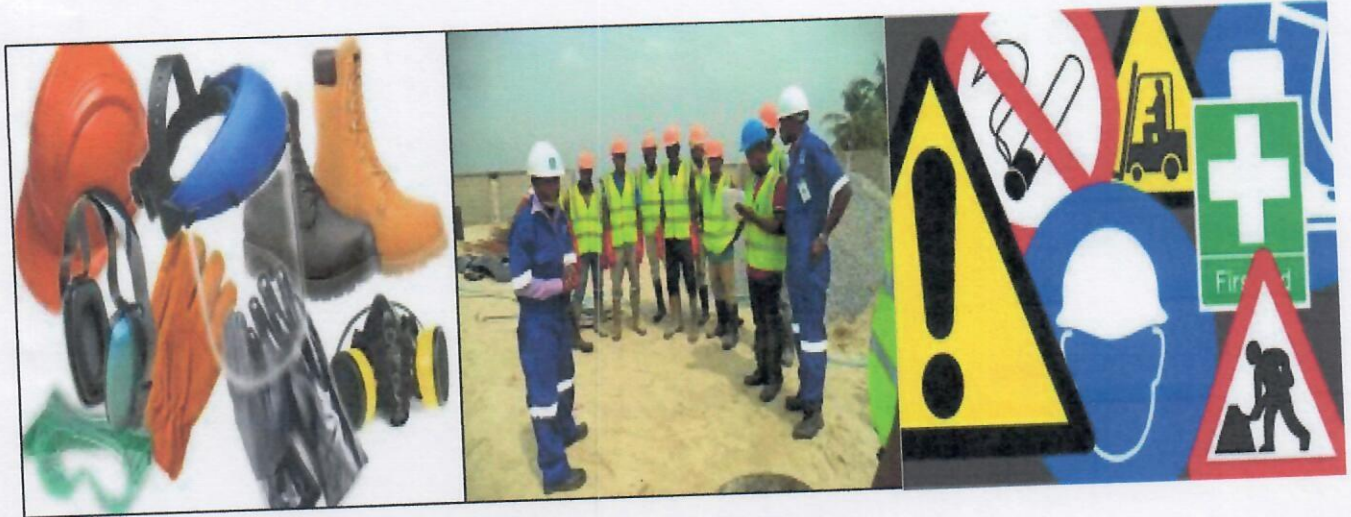
HEALTH, SECURITY, SAFETY AND ENVIRONMENT (HSSE) POLICY

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NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

Health, Security, Safety and Environment (HSSE)

May, 2017

Table of Contents

FOREWORD	2
LIST OF ABBREVIATION.....	2
1. INTRODUCTION	3
1.1. Purpose.....	3
1.2. Scope	3
2. GENERAL RESPONSIBILITIES	3
2.1. HSSE Policy Objectives.....	3
2.2. HSE Responsibilities.....	Error! Bookmark not defined.
3. EMERGENCIES	5
3.1. General Instructions	5
3.2. Emergency Evacuation Drills	6
3.3. Fire Fighting	6
3.4. Types of Fire Extinguishers	7
3.5. Fire Prevention and Protection	8
3.6. HSE Meetings and Tool Box Talks.....	9
3.7. Incident Reporting and Investigation	10
4. SAFETY AT WORK.....	11
4.1. Slips, Trips and Falls	11
4.2. Working at Height	12
4.3. Manual Lifting and Handling	12
4.4. Electrical Safety	13
4.5. Permit to Work (PTW)	14
4.6. Risk Assessment	14
4.7. Personal Protective Equipment (PPE)	15
4.8. Journey Management	16
4.9. Vehicles and Traffic	17
4.10. House-Keeping	18
4.11. Ergonomics	19
5. HEALTH AT WORK.....	19
5.1. Pre- Employment Medical Examination.....	19
5.2. Periodic Medical Examination	20
5.3. First Aid.....	20
5.4. Physical Fitness.....	21



5.5.	NCDMB Smoking, Alcohol and Substance Abuse	23
6.	SECURITY POLICY	23
6.1.	Mission	23
6.2.	Our Directives	25
6.3.	Office Security	26
7.	ENVIRONMENT AND WASTE MANAGEMENT	26
7.1.	Environmental Management	27
7.2.	Waste Management	27



FOREWORD

This HSSE Policy has been developed to ensure the personal safety, security and well-being of members of staff and visitors to the Board.

Members of staff and visitors are expected to comply with the practices contained therein as failure to comply with the rules and regulations stipulated in this policy will ensure a safe and productive work environment. Adherence to this safety policy is mandatory for all staff.

LIST OF ABBREVIATION

HSSE	Health, Safety, Security and Environment
NCDMB	Nigerian Content Development and Monitoring Board
PPE	Personal Protective Equipment
IT	Industrial Training
NYSC	National Youth Service Corps
HQ	Head Quarters
SIWES	Student Industrial Work Experience Scheme
PTW	Permit to Work
FTW	Fit To Work
CO2	Carbon Dioxide



1. INTRODUCTION

Nigerian Content Development and Monitoring Board (NCDMB) is committed to conduct its activities in a manner that promotes the Health, Security and Safety of its employees, assets, visitors and the public.

The Board is also committed to protect the environment to the highest standard obtained in the Oil and Gas Industry. In addition, the Board is committed to continually improve on the quality of Safety, Security, Environmental and Occupational Health in all its activities.

1.1. Purpose

The purpose of this HSSE policy is to provide guidelines on the acceptable standards, practices and procedures of Health, Safety, Security and Environment (HSSE) that are applicable to the Board across its Head Quarters, Zonal and liaison offices.

This HSSE policy will also serve as a reference for HSSE related activities and emergencies.

1.2. Scope

The information and guidelines provided in this HSSE policy shall apply to everyone – both staff, visitors and contractors in all NCDMB locations. Its application shall apply equally to all staff, visitors and contractors within any of the NCDMB premises.

2. GENERAL RESPONSIBILITIES

HSSE is an integral part of NCDMB's operations and activities hence each and every member of staff, visitor and contractor are duty bound to conduct their activities in a secured and safe manner that will not be injurious to themselves and to others.

All individuals must abide by the rules and regulations as stated in this HSSE policy manual.

2.1. HSSE Policy Objectives

One of the objective of the NCDMB as a regulatory body is to prevent accident through proactive and progressive roles especially in the protection of our environment. NCDMB is committed to conducting its operations in a manner that protect the health and safety of its

employees and other persons that may be affected by our mandate and the discharge of our lawful functions as a Board.



In achieving these objectives, the NCDMB is guided by the following principles:

- All accidents, occupational illnesses and environmental incidents are preventable.
- Compliance with applicable laws and governing regulations is a must
- Working safely and protecting the environment are conditions of employment.
- Prevention of injuries, occupational illnesses and environmental incidents is good business.

In accordance with this policy, NCDMB will:

- Comply with applicable laws and regulations governing occupational health, safety and the environment.
- Provide a healthy, safe and environmentally secure workplace for employees and other persons affected by our activities.
- Maintain an ongoing process of workplace hazard identification, take actions to eliminate or decrease the hazards and provide procedures, practices and personal protective equipment as required to provide a safe work atmosphere.
- Advise employees of their responsibilities to meet safety and environmental standards, make health and safety performance a key factor in individual performance appraisals, evaluate and reward accordingly.
- Provide employee training in safe work practices and environmental protection.
- Motivate employees to take personal responsibility for their safety and the safety of their co-workers. No One is required to work at a job which they have reason to believe is not safe, healthful or environmentally sound.
- Manage safety and security like any other key aspect of our lives by establishing goals and objectives for continuous improvement, measure and report performance.
- Devote sufficient resources to ensure exceptional health, safety and environmental performance.
- Require employees to comply with all health, safety and environmental policies and procedures.



2.2 Staff Responsibility

- a. Take reasonable care for the Health, Security and Safety of themselves and of other persons who may be affected by their acts
- b. Observe HSSE rules and procedures at all times
- c. Stop the job when there is/are safety concerns
- d. Maintain good housekeeping and always keep your work environment clean and tidy
- e. Report all HSSE concerns, incidents, near misses, unsafe acts and conditions to the HSSE Department and/or fill out the HSSE incident form

2.3 Visitor/ Contractor Responsibility

- a. Take reasonable care for the Health, Security and Safety of themselves and of other persons who may be affected by their acts
- b. Observe HSSE rules and procedures at all times
- c. Stop the job when there is/are safety concerns
- d. Maintain good housekeeping and always keep your work environment clean and tidy
- e. Report all HSSE concerns, incidents, near misses, unsafe acts and conditions to the HSSE Department and/or fill out the HSSE incident form

3 EMERGENCIES

3.1 General Instructions

- a. Any person that discover fire within NCDMB premises should
 - Raise an alarm and/or trigger the nearest fire alarm button
 - Fight the fire with the nearest fire extinguisher - if it is safe to do so. **NEVER STAY TO FIGHT A FIRE IF IT CONTINUES TO GROW**
- b. Upon hearing a fire alarm
 - Stay calm and do not panic
 - Evacuate the building (even if the alarm stops ringing) through the nearest safe exit door and go to the muster point as directed by safety wardens for a head count



- Use the stairways, DO NOT use the elevators
- Close all doors behind you to reduce the spread and rate of spread of the fire.
Do not close doors marked "exit"
- Follow the directions of the safety wardens
- Do not re-enter the building until you are told to do so by the Emergency Management Team

3.2 Emergency Evacuation Drills

- a. Emergency Evacuation Drills will be conducted periodically at NCDMB premises to strengthen the level of emergency preparedness of staff.
- b. The time taken for persons to reach a place of safety (free from harm or hazards) unaided will indicate the degree of efficiency of the evacuation drill
- c. On hearing the alarm during drills, all staff and visitors are advised to immediately comply with the evacuation procedures; failure to do so may attract sanctions.

3.3 Fire Fighting

Firefighting is the act of extinguishing fires to prevent loss of lives, destruction of property and the environment

The first thing to do on noticing a fire outbreak is to raise alarm and or trigger the fire alarms which are placed at strategic locations within the Board's premises

If you are trained, attack the fire with available fire extinguisher else, move to the muster point

If the fire is from an electrical equipment/source, SWITCH OFF the power from mains and do not use water or foam extinguishers even if the power source is cut off.

Where the fire is already established and it is too big for portable fire extinguishers, leave it for the Fire Team immediately



The fire Team must ensure that all exhausted or expired fire extinguishers are recharged at when due

DO NOT throw fire extinguishers in the fire.

3.4 Types of Fire Extinguishers

For efficient and effective firefighting, all members of staff are expected to know the various classes and types of fire extinguishers and how to use them.

Below are the different classes of fire extinguishers and their extinguishing medium:

Class of Fire	Extinguishing Medium
A -Involving free burning materials, papers, wood, rubber, plastic etc.	Water, Foam, Carbon dioxide
B - Involving flammable liquids, petrol, oils, solvents etc.	Foam, Carbon dioxide, DC
C -Fire that involves Gas and energized electrical equipment	Carbon dioxide and DC
D -Involving combustible metals, potassium, sodium, magnesium etc.	Special DC

The fire extinguishers used in NCDMB offices are mainly Foam, Water, Carbon dioxide and DC

To operate a fire extinguisher, with the nozzle pointing away from you, simply understand the acronym P.A.S.S

- **PULL THE PIN**- This allows you to squeeze the handle in order to discharge the extinguishing medium
- **AIM AT THE BASE OF THE FIRE**-The agent will pass through the flames if you aim at the middle

- **SQUEEZE THE HANDLE**-Do so slowly and evenly to release the pressurized extinguishing medium
- **SWEEP THE NOZZLE FROM SIDE TO SIDE**- To cover the entire area that is on fire



3.5 Fire Prevention and Protection

Fire prevention is an art or science that deals with ways and means of curbing, reducing or eliminating fire outbreak, through fire precaution and fire protection.

Fire outbreaks are normally caused by carelessness or ignorance from human activities. It can equally happen naturally by lightning. As a result, there is need to create awareness for staff to observe necessary precautions. Fire can be prevented by a fire crew, fire equipment and alarm etc.

The under-listed are some common causes of fire and their preventive measures:

CAUSES	PREVENTION
Electrical	<ul style="list-style-type: none"> a. Do not overload sockets b. Faults should be repaired immediately c. Only approved and certified equipment should be used d. Regular maintenance culture should be established e. Patronize certified electrical technicians
Smoking	<ul style="list-style-type: none"> a. Smoking is not allowed in NCDMB offices-Tobacco Control Act 1990 Prohibits smoking in offices and public places b. Do not use matches lighters or candles in offices c. Naked flames are proscribed in NCDMB offices except authorized under strict supervision



CAUSES	PREVENTION
Negligence	<ul style="list-style-type: none">a. Workers and contractors carrying out high risk jobs are to follow the Permit To Work procedures, obeying all safety rules and regulationsb. Ensure the observance of care and due diligence while carrying out all jobs
Hazardous Materials	<ul style="list-style-type: none">a. Exercise caution with hazardous materials e.g. paints, flammables liquids and gases, most chemicals etc.b. Ensure safe storage and handling of hazardous materials
Heating Devices	<ul style="list-style-type: none">a. Use of heating devices e.g. cloths iron, room heater, water heater, dryer, microwave etc. are not allowed in NCDMB offices.b. Ensure that all heating devices are in good working conditionc. Never leave them unattended, turn off and unplug after used. Avoid placing appliances near sources of heat e.g. Stove, cookers etc.e. Heating devices should be inspected and certified before use
Poor House - Keeping	<ul style="list-style-type: none">a. Objects should be placed in their proper positionsb. The work environment should be free of rubbish, spills etc.c. Waste trays, drawers and cabinets covers should be provided and usedd. Exits and fire extinguishers should not be obstructed in any form

3.6 HSE Meetings and Tool Box Talks

- a. All meetings should commence with a safety brief
- b. Monthly HSE meetings must be held within various Department to discuss relevant HSSE matters



- c. Toolbox talks are safety briefs undertaken before commencement of work on sites
- d. These briefs are intended to educate workers about creating and maintaining safer work environments and conditions
- e. Tool box talks are advisable to be held prior to commencement of construction/maintenance and other relevant activities carried out within NCDMB premises. Attendance of toolbox briefs is mandatory for all workers that work within the premises of the Board

3.7 Incident Reporting and Investigation

It is the duty and responsibility of every staff to report and/or fill out the dedicated register for incidents, near-miss, unsafe acts and conditions immediately such happens or is noticed.

When an incident occurs within any of the Board's premises, it is important that the scene is not disturbed until the appropriate authority gives the necessary approval. However priority should be given to save lives and to prevent further injuries.

First aid must be administered as appropriate.

Incident reporting is to ensure that incidents are investigated immediately and root-causes identified so as to learn from the incident and put in place corrective measures to prevent any reoccurrence.

The common terms below are used in incidents description;

- a. Accident is any undesired occurrence that results to injury, ill health, death, damage, or other loss
- b. Unsafe act: This is an observed unsafe practice. It can cause injury to the employer involved and may expose other people to danger
- c. Incident: Is an undesired event that gives rise to an accident or has the potential to cause accident
- d. Work injury: This is any illness, regardless of severity which arises from a single event in the course of employment. It can also be referred to as " Work related injury"
- e. Unsafe Condition: This is a condition of an equipment or work environment, which is capable of causing an accident



- f. Near miss: This is when an incident did not result to injury, illness, damage or product loss
- g. Unsafe Practice: This is a product that unnecessarily increases the likelihood of injury

4 SAFETY AT WORK


4.1 Slips, Trips and Falls

Slips, trips and fall can happen in any workplace including NCDMB premises and it may result in any of the following:

- a. Sprain and strains.
- b. Broken bones when trying to break the fall
- c. A back injury due to the sudden and forceful impact during the fall
- d. Burns may occur if you come in contact with hot surface or person handling hot fluids
- e. Cut if it occurs near sharp objects etc

Managing Slips, Trips and Falls

- a. When spills occur, it is important to clean them up immediately. Clear signage must be displayed on all wet floors
- b. Watch your step while walking to avoid tripping, stumbling, slipping and similar hazards, walk gently and do not run
- c. Observe safety warning signs and signals: wet floor, mind your steps, mind the glass, hold the hand rail etc.
- d. Maintain good housekeeping, remove all repair chippings or slipping hazards as they are found
- e. Limit access to high risk areas and avoid jumping from elevated places
- f. Wear appropriate footwear for the job and working environment

- 
- g. Use available stairways, walkways and handrails. Always use the handrails while ascending or descending the stairs and KEEP TO THE RIGHT
 - h. Remove damaged furniture from the workplace, and replace or fix them
 - i. Ensure there is adequate lighting.

4.2 Working at Height

A place is at Height if a person could be injured falling from it, even if it is at or below ground level

Duty Holders' Responsibilities

- a. Work at height only when necessary
- b. Conduct a risk assessment before working at height and take account of the results
- c. Plan for emergency and rescue
- d. Ensure that all work at height is properly planned, supervised, organised and carried out in a safe way as reasonably practicable
- e. Ensure that all work at height takes account of weather conditions that could endanger health and safety
- f. Ensure that those involved in work at height are trained and competent
- g. Ensure that the place where work at height is done is safe
- h. Ensure that equipment for work at height is appropriately inspected
- i. Ensure that the risks from falling objects are properly controlled
- j. Use appropriate ladders and NOT chairs or other improvised devices
- k. Ensure you are not alone while working at a height

4.3 Manual Lifting and Handling

Manual lifting/handling involves the use of the human body to lift, lower, fill, empty, or carry loads, all of which pose high risk of injury on the job.

The following safe lifting techniques must be adopted when working within the premises of any NCDMB location:



- a. Lifting: Ergonomic lifting techniques involve keeping loads close to the body and near the person's centre of gravity, using diagonal foot positions, and moving loads at waist level rather than directly from the floor
- b. Climbing: When climbing with a load, safe material handling includes maintaining contact with the ladder or stairs at three points (two hands and a foot or both feet and a hand)
- c. Pushing and Pulling: Manual material handling may require pushing or pulling. It is important to use both the arms and legs to provide the leverage to start the push.

4.4 Electrical Safety

Electricity can be harmful if necessary precautions are not observed while working with it. Some of the harmful effects of electricity are shock, burns, nerve damage, cardiac arrest, death etc.

To avoid electrical incidence in the Board, the following safety precautions will be taken:

- a. Do not use electrical tools near water unless they are specifically designed for wet areas
- b. Check all switches for damage
- c. Never use a power cord if the ground plug is broken
- d. Discharge all capacitors before starting work on equipment
- e. Turn the power switch to "off" and unplug all machines before adjusting, lubricating or cleaning them.
- f. Do not run cords under carpet or rugs.
- g. Do not plug multiple electrical cords into a single outlet.
- h. Do not use frayed, cut or cracked electrical cords.
- i. Do not use extension or power cords that have the ground prong removed or broken off.



- j. Use appropriate surge protection to all electrical equipment

4.5 Permit to Work (PTW)

The Permit to Work (PTW) system is maintained for potentially hazardous/dangerous, high risk and non-routine operations, to ensure that the works are carried out safely to eliminate avoidable incidents. A Job Hazard Analysis (JHA) should be developed alongside a PTW that covers a potentially hazardous/dangerous, high risk and non-routine operations. The objectives and functions of the PTW are:

- a. Ensure that proper written authorization is given to carry out specific work at a time or place.
- b. Ensure the personnel carrying out the job understand the nature of the job, the hazards involved and the limitation on the work and time.
- c. Specify the safety precautions to be taken before, during and after the work.
- d. Certify that hazards have been evaluated by a qualified person and that all necessary protective measures have been specified and implemented

For all works within the Board premises that requires PTW, the HSSE Department should be contacted for proper supervision before commencement of such work.

An issued PTW will be valid for only one day. It must be renewed if the job is not completed within one day.

A PTW should detail the work to be undertaken, the location and time of commencement and completion of the job

4.6 Risk Assessment

Any activity where a significant hazard is identified should be supported by a written Risk Assessment, to systematically determine the probability of occurrence, the severity and the tolerability of the risk.

There are five steps in the risk assessment process:

- 1) Identify the hazards



- 2) Decide who might be harmed and how.
- 3) Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done
- 4) Record your findings using the risk assessment template
- 5) Review your assessment from time to time and revise it when necessary

The NCDMB Risk Assessment Matrix is a major tool to facilitate Management Decision. The risk levels of hazards are classified as Low, Medium, High and Extreme. This will assist one to be aware of and reduce the risks involved in carrying out any activity.

4.7 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) are pieces of equipment and apparels used or worn by a worker to protect him/her from work place hazards and on the -job injuries. It does not prevent accident but reduces the impact of accident on victims.

Appropriate PPE must be worn by all contractors or sub-contractor executing work within the Board's premises.

Hazards and Types of PPE

S/N	Human Parts	Hazards	PPE
1.	Eyes	Chemical splash, flying chips, dust, projectiles, gas and vapour, radiation etc.	Safety spectacles, goggles, face shields, visors
2	Head	Impact from falling or flying objects, risk of head bumping, hair engagement	A range of helmets and bump caps
3.	Respiratory Tract/Lungs	Dust, vapour, gas, oxygen-deficient atmospheres	Nose face masks, air filters, breathing apparatus, chemical purifiers
4.	Body	-Temperature extremes, adverse weather, chemical splash, spray	-Conventional or disposal overalls, specialist protective



S/N	Human Parts	Hazards	PPE
		from pressure leaks or spray guns, impact or penetration contaminated dust, excessive wear or entanglement of own clothing -Falling from height	clothing, aprons, high-visibility clothing, fire retardant suits -Personal fall arrest system, full body harness
5.	Hands and Arms	Abrasion, temperature extremes, burns, bruises, scratches, cuts, and punctures, impact, chemicals, electric shock, skin infection, disease or contamination	Gloves, wrist cuffs
6	Feet and Legs	Wet, electrostatic build-up, slipping, cuts and punctures, falling objects, chemical splash, abrasion	Safety boots and shoes, rain boots, leggings, kneepads
7.	Ear	Noisy environment, plant, machines etc.	Ear muffs and plugs

4.8 Journey Management

This is the process of implementing and exercising management controls to minimize road, air and sea transport risks and reduce exposure to human and equipment in work-related travels.

Journey Management is an essential part of keeping mobile personnel safe, reduce risk exposure to employees and assets.

Purpose of Journey Management

- a. To minimize and eliminate traffic incidents and fatalities
- b. To ensure an effective control of risk to Health and Safety of personnel and assets for an approved journey

- c. To put in place corporate Journey Management Guide towards Safe Transportation Management



Journey Management Procedures

- a. All journey routes must be risk assessed to identify potential hazards for mitigation
- b. All precautionary measures must be taken to ensure overall success of the journey
- c. All journeys must commence with a safety brief
- d. Where absolutely necessary, journey may break at convenient, safe and popular location.
- e. Driver and passenger(s) must identify and patronize appropriate accommodation that is safe and secure for them and the vehicle
- f. Unless necessitated by an emergency or exigency, no journey should proceed beyond 6.00pm
- g. Drivers must not exceed 100k/hr speed limit and shall proportionately reduce speed in adverse weather and road conditions
- h. Drivers must stop and park the vehicle when visibility is poor
- i. Carry out routine maintenance and services for all vehicles returning from a journey
- j. Drivers and staff must always ensure that NCDMB vehicles in their custody are securely parked in appropriate parking space
- k. All vehicles with designated parking lots in all NCDMB location are to be parked accordingly
- l. All vehicles are to be parked in reverse for Safe removal in emergency situations except where clearly exempted
- m. Drivers and passengers are expected to use SEAT BELT during the duration of their journey

4.9 Vehicles and Traffic

- a. The use of seat belt is compulsory within and outside the NCDMB offices **"No Seat Belt, No entry"**. This sign will be conspicuously displayed at the entrance gate.



- b. Parking restrictions apply such will be permitted to park your vehicles only in designated areas
- c. The maximum speed allowed within the NCDMB premises is 10km/hr
- d. All road markings and directional signage must be observed with priority being given to pedestrians crossing the road
- e. If you observe unsafe driving or any other safety concerns by staff or driver, please report to HSSE Department

4.10 House-Keeping

Effective house-keeping can eliminate some workplace hazards and help get a job done safely and properly

House-keeping includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards; and removing of waste materials (e.g. paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance.

Poor housekeeping can be a cause of accidents, such as:

- i. Tripping over loose objects on floors, stairs and platforms
- ii. Being hit by falling objects
- iii. Slipping on greasy, wet or dirty surfaces
- iv. Striking against projecting, poorly stacked items or misplaced materials
- v. Cutting, puncturing or tearing the skin of hands or other parts of the body on projecting, nails, wire or steel strapping.

To avoid these hazards in NCDMB, a workplace must maintain order throughout a workday and this effort requires a great deal of management and planning

AT the Board, we recognize that good housekeeping is a basic part of accident and fire prevention

4.11 Ergonomics



Ergonomics simply means matching the task, equipment and the environment to suit the individual worker.

At the Board, workers and their supervisors need to be aware of ergonomic risk factors and conditions that may cause physical stress to the musculoskeletal system and take every step to avoid expose such risks.

Highlighted below is a list of some Ergonomic Risk conditions.

RISK FACTORS	EXAMPLES
Awkward posture	Twisting, bending or reaching
Forceful Exertion	Squeezing, pinching, pulling, pushing or lifting
Vibration	Use of vibrating power tools
Static Loading	Holding body posture without movement for extended periods of time
Repetitive Motions	Motions repeated frequently over time coupled with one or more other risk factor
Contact Stress	Repeated or continuous contact with a hard or sharp-edged object

Associated ergonomics risk factors can be minimized when ergonomics principles are followed and this will help to reduce stress and eliminate many potential injuries and disorders related to overuse of muscles, tendons, ligaments, cartilages either as result of bad posture and repeated tasks.

5 HEALTH AT WORK

5.1 Pre- Employment Medical Examination

This will be done to assess a person's ability to carry out the job for which he/she is employed. The assessment takes cognisance of the following:

- Pre-existing health problems, the risk at the work place that such staff may be exposed to and also identify the support needed by the employee to do the job effectively
- Staff are expected to fill in a health questionnaire and carry out laboratory tests



- c. A medical examination will be conducted by a Licensed Doctor
- d. The Doctor will issue a medical report which will be copied to HR Division stating one of the three conditions i.e. fit, unfit or fit subject to work modifications

5.2 Periodic Medical Examination

These are medical examinations that will be conducted to monitor the effects of work on the health of NCDMB employees. Such medical examinations will be:

- a. Carried out at intervals dictated by International Conventions or Safe Occupational Health Practice
- b. Carried out annually
- c. Notice will be sent to staff
- d. Series of laboratory tests will be conducted
- e. A Doctor will then carry out physical examination and review the laboratory results
- f. The Doctor will then discuss the findings with staff and advise appropriately

5.3 First Aid

First Aid is the immediate assistance provided to a sick or injured person. The purpose is to save life, reduce pain and ensure easy access to medical attention or care.

What to do in an Emergency

- a. Stay calm and do not panic
- b. Assess the situation promptly and do not put yourself in danger
- c. Assess the victim, if he is responsive and ask if you can help
- d. Alert Emergency Unit immediately
- e. Carry out the following:
 - i. Gently shake the casualty's shoulder and ask if he/she is alright. If there is no response
 - ii. Shout for help



- iii. Open the airways: This is done by placing your hand on the casualty's forehead and tilting the head backwards then lift the chin with two fingers
- iv. Check for breathing: Look for chest movement, listen at the casualty's mouth for breath sounds or feel for air on your cheek
- v. If casualty is not breathing normally, administer CPR – if you know how or seek urgent medical help.

5.4 Physical Fitness

This is the measure of the body's ability to function efficiently and effectively in work and leisure activities. It involves:

- a. Correct Nutrition- Balance diet (Carbohydrate, Fats, Proteins, Vegetables, Fruits, a lot of water)
 - i. Eat three (3) well balanced meals per day at regular intervals
 - ii. Do not eat too little or too much
 - iii. Avoid too much alcohol and cigarettes
- b. Exercise
 - i. Increase your daily activity
 - ii. Engage in at least 30 minute walk per day
- c. Adequate Rest
 - i. Sleep for at least 7-9 hours daily
 - ii. Try and maintain regular sleep pattern

The Board encourages all members of staff to adhere to the above stated points

5.5 NCDMB Smoking, Alcohol and Substance Abuse

NCDMB recognizes alcohol and drug dependence as preventable and treatable medical conditions that can be injurious to persons as well as impair productivity in work place. NCDMB and its employees shall collaborate to provide enabling conditions to minimize the associated risk.



Smoking is strictly prohibited in all NCDMB offices and workplace except in designated areas or smoking zones. Alcohol and illegal drugs are also prohibited in ALL NCDMB locations.

In pursuance of the effective implementation of a NO Smoking, NO Alcohol and NO Substance Abuse Policy, NCDMB shall collaborate with the employees to accomplish the following:

- a. Continuous enlightenment and awareness campaigns on the adverse effects of illegal drugs
- b. Conduct unannounced searches for drugs and alcohol at work locations
- c. Treatment and rehabilitation of victims under strict confidentiality
- d. Encourage employees with alcohol/drugs problems to seek help from professionals
- e. Ensure compliance with the prohibition of drugs and apply sanctions where necessary
- f. Conduct the above with due respect to the rights of each individual

NB: This also complies with the National Legislation that places a ban on smoking in offices and Public places as entrenched in the TOBACCO ACTS of 1990

All employees found in possession of illicit substances shall face disciplinary action and will be prosecuted.

All NCDMB staff, visitor, contractors and sub-contractors are required to take note of these provisions



6.1 Mission

The corporate security policy sets forth our mission to exceed expectation in the implementation of and compliance with our internal security standards. We aim to deliver value to our staff, visitors and contractors by providing reliable services without exposing them or ourselves to security related risks.

Security is a vital element of our service and it is key to the success of the Board's operations. Everyone in the Board is responsible for taking the necessary precautions that will safe guard personnel and assets entrusted to their care.

We must therefore create a secure environment at NCDMB that can be trusted by visitors, contractors and other stakeholders.

6.2 Our Directives

Nigerian Content Development and Monitoring Board hereby issue the following directives to support our aspirations in the following areas:

- a. **Information:**Information that belongs to the Board must be protected from unauthorized disclosure. This applies to all modes of communication including electronic records, paper, disks and memory sticks. All of these must be secured from unauthorized disclosure at the close of work every day.
- b. **System:**Security mechanism will be implemented in all NCDMB computer systems to ensure availability and confidentiality of information. Stringent logical access controls must always be employed to protect against external and internal threats to our systems
- c. **Staff:** Controls will be put in place and everywhere to ensure that NCDMB engages only employees and contractors with track record of integrity, sound work profile and competency.
- d. **Level of Security:** NCDMB will implement physical security measures at all of their locations and other specific technological security measures that fits the location



- e. **Security Compliance:** Corporate Services and Logistics Department or any approved committee will be responsible for ensuring compliance with our security policy.

Corporate Services and Logistics Department shall equally be responsible for implementing, monitoring and reviewing security measures in order to reduce security incidents and provide a standard to eliminate or mitigate the Board's exposure to risks.

- f. **Risk Assessment:** Regular and sufficient risk assessments will be undertaken at the Headquarters, Zonal and Liaison offices where the Board assets are situated. Regular tests to determine vulnerabilities will be taken at every location.

- g. **Prevention, Reporting and Investigation:** The HSSE unit of Corporate Services and Logistics Division will put in place an effective security structure that will strive to prevent, identify and report incidents that result potential breach of security or other risk to the Board including those incidents related to compliance violations or investigations.

All reports of frauds, corruption, information disclosure and other security issues must be reported to HSSE department. If there are consequences of the incident, the Legal Directorate must be contacted and informed.

- h. **Management Responsibilities:** The General Manager, CSL is responsible for enforcing the Board's security policy. All staff are enjoined to take security as part of their normal responsibilities.

NCDMB will promote an environment of openness that will allow anybody to report security breaches without fear of reprisals. However, individuals who knowingly make false defamatory statements will be liable to civil and/ or legal action.

- i. **Employee Responsibilities:** The Board expects all employees to safeguard the Board's assets and reputation and to protect third party property. Any wilful or deliberate breach of the Board's rules will result in disciplinary action.

In summary, the Board will manage security in accordance with the following principles:

- a. We shall regularly assess security threats to the Board's operations and manage the associated risk



- b. We shall ensure that appropriate security measures are in place such that we do not expose employees to significant risk
- c. We shall ensure that appropriate response procedures are put in place to minimize the impact of any security incident or emergency
- d. We shall introduce and maintain active programmes to develop security awareness and responsibilities among employees
- e. We shall endeavour to ensure that security operations are conducted in full compliance with National and International legal requirements and our policy on ethics.
- f. We shall endeavour to make contractors and visitors have a secure business environment and create awareness to ensure compliance with HSSE policy
- g. We shall record, analyse and investigate all reported security incidents directly involving the Board operations or employees in order to develop improvements to prevent recurrence
- h. We shall strive for continuous improvement in our understanding and management of security and related human rights issues and stay abreast of global leading practices.

6.3 Office Security

- a. All employees and visitors shall be subjected to the applicable standard and prescribed access control measures, security checks and searches before entry into NCDMB premises
- b. All staff are expected to conspicuously display their ID cards at all times when they are within NCDMB premises
- c. All visitors and contractors are expected to conspicuously display their visitor tags when they are within NCDMB premises
- d. Only cars with approved Office Management and Services (OMS) Tags will be allowed to park at designated car lots
- e. All visitors and contractors are to park their vehicles at designated visitor car parks



- f. The security operatives at the main gate shall confirm visitor's appointment from the approved list before visitors will be allowed access to the Board's premises
- g. Visitors shall be issued visitors tags according to the floors they are visiting. On no account should any visitor go to a floor other than the floor displayed on the issued visitor tag.

Security personnel stationed on each floor shall enforce visitor's movement

- h. All vehicles driving in/out of the NCDMB premises through the main gate shall be duly registered.
- i. For your safety and security, the items listed below are prohibited within NCDMB offices or premises

Prohibited Items

- a. Guns (Only Government Security Force Personnel attached to the Board are exempted. However, such Government Security personnel are not permitted to carry arms into the office buildings)
- b. Sharp/ Cutting Objects (Blades, Scissors, Nail Files) Maintenance/ Telecoms Technicians are exempted
- c. Igniters (Matches and Lighters)
- d. Pen Knives/ Nails
- e. Alcoholic drinks
- f. Gas cylinders/ Jerry Cans

7 ENVIRONMENT AND WASTE MANAGEMENT

7.1 Environmental Management

NCDMB is driven by shared commitment to responsible and sustainable environmental practices in all its operations and locations.

Environmental management practices, as it relates to NCDMB operations, include the following:



- a. Ensuring that all NCDMB activities are done in compliance with leading practices for environmental sustainability
- b. Preventing all forms of pollution by incorporating pollution prevention measures in our operations
- c. Reducing and mitigating any negative environmental impacts identified
- d. Continual improvement on our environmental management system
- e. Ensuring that all areas impacted by NCDMB operations are properly remediated

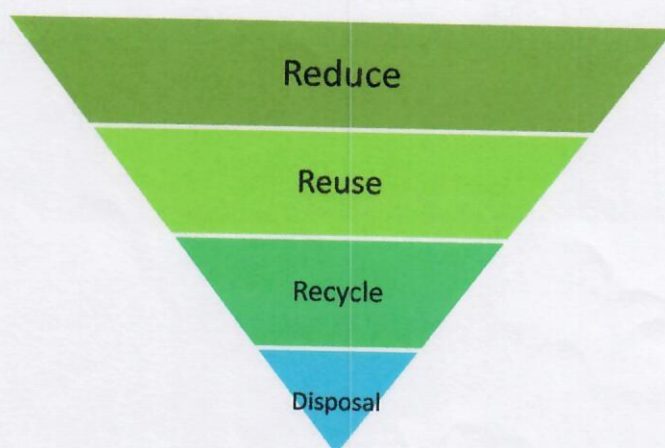
7.2 Waste Management

Waste management is a detailed process involving generation, collection, handling and transportation of wastes by trained personnel or vendor. This involves the collection, segregation, transportation and disposal of waste. These processes must be adhered to.

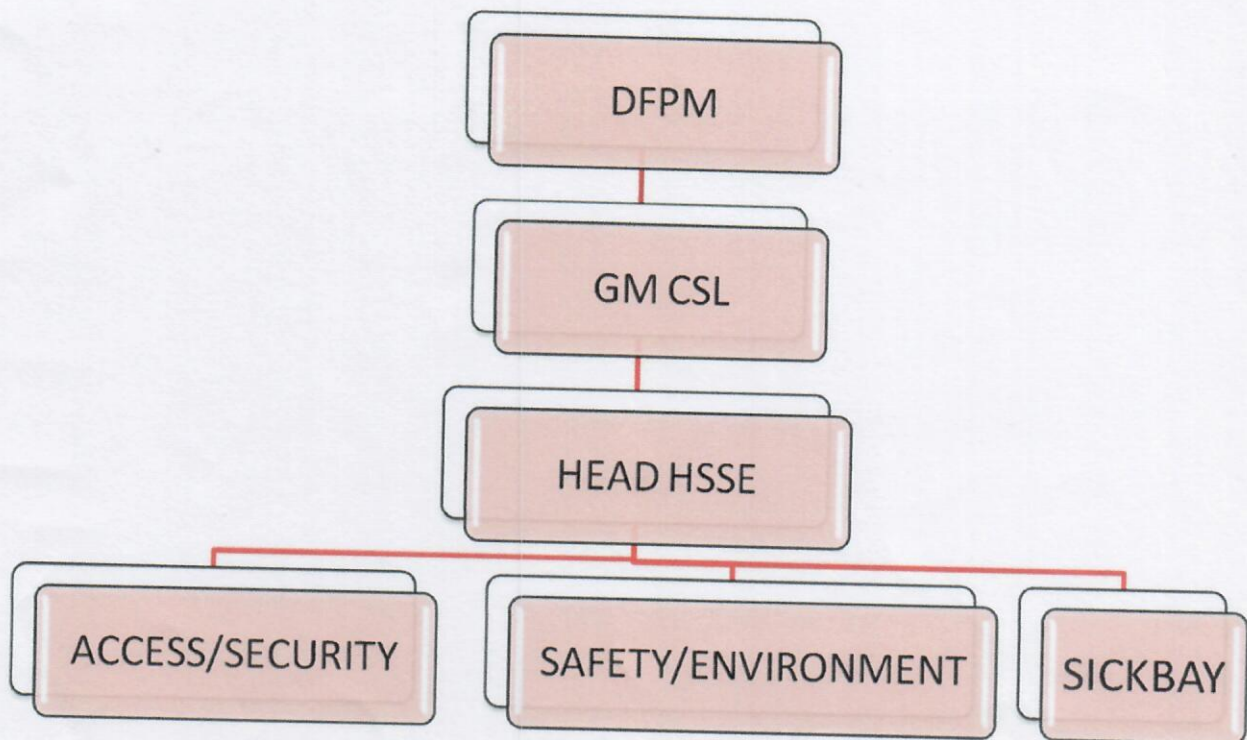
Waste Management Strategy

The Board shall adopt Waste Hierarchy system to manage waste. In other words, the application of the 3Rs namely "Reduce", "Reuse" and "Recycle" shall be adhered to. The resort to disposal shall apply only where the 3Rs is impossible then it can be disposed of. This is to enable us gain maximum value from waste by Reducing, Reusing and Recycling.

Waste Hierarchy



Generated waste shall be collected in cans to be located in designated areas of the building to be disposed of by the appropriate personnel trained to handle waste.



Emergency Contacts

- a. GM, CSL: 08022951531, 08033098549
- b. Medical Services: 08065926210, 08118535967
- c. Security: 08065926210, 08118535967
- d. Safety & Environment: 08064040001, 08025206680



HSSE POLICY

I _____ a Director/Manager/Deputy
Manager/Supervisor/Officer in the
_____ Directorate/Division/Department/Unit of the Nigerian
Content Development and Monitoring Board hereby consent that I have read and
understood this HSSE policy.

I do solemnly affirm that I will rededicate myself to the cause of Health, Safety, Security and
Environmental protection and I will do my best to comply with NCDMB's HSSE rules,
regulations and procedures; and I will develop attitudes and habits that will be conducive
for achieving the Board's HSSE objectives.

I understand that I am accountable for my actions as they can impact on my safety and the
safety of others. I fully realize that accidents and diseases are a drain on people, NCDMB
and the economy of the country. I am committed to doing everything possible for the
prevention of accidents and occupational health diseases and protection of the
environment in the interest of myself, my family, my colleagues, my community, NCDMB
and the nation at large.

I therefore, consent to abide by the Health, Safety, Security and Environment
rules/regulations and practices contained in this HSSE policy.

Signature/ Date: _____