



**NCDMB CORPORATE HEALTH SAFETY SECURITY AND ENVIRONMENT
POLICY**

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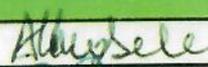
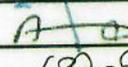
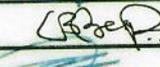
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1.0 INTRODUCTION

The Nigerian Content Development and Monitoring Board (NCDMB) is committed to conducting its activities in a manner that promotes the Health, Safety, and Security of its employees, assets, visitors, and the environment. This commitment aligns with the provisions of national laws such as Section 17(3)(c) of the Constitution of the Federal Republic of Nigeria (1999, as amended), which mandates the health, safety, and welfare of all persons in employment, as well as the National Environmental Standards and Regulations Enforcement Agency (NESREA) Act, which provides the legal framework for environmental protection and sustainable development in Nigeria.

The Board is also committed to protecting the environment to the highest standards applicable in the Oil and Gas Industry. Furthermore, NCDMB remains dedicated to the continual improvement of Safety, Security, Environmental, and Occupational Health performance across all its operations.

2.0 DEFINITIONS

- ALARP - As Low as Reasonably Practicable
- CO₂ - Carbon Dioxide
- DCP - Dry Chemical Powder
- DCS - Directorate of Corporate Services
- F-500 EA - F-500 Encapsulator Agent
- FTW - Fit To Work
- HQ - Head Quarters
- HSSE - Health, Safety, Security and Environment
- JHA - Job Hazard Analysis (JHA)
- LTI - Lost Time Injury
- NCDMB - Nigerian Content Development and Monitoring Board (The Board)
- OMS - Office Management Services (OMS)
- PPE - Personal Protective Equipment
- PTW - Permit to Work
- UA/UC - Unsafe Act/Unsafe Condition

3.0 SCOPE

The information and guidelines provided in this HSSE policy shall apply to all staff, visitors and contractors in all NCDMB locations.

4.0 OBJECTIVES

The objective of this policy is to establish clear guidelines, standards, and procedures for HSSE applicable across all the Board's offices nationwide. It ensures alignment with ISO 14001 Environmental Management Standards and supports the Board's readiness to successfully undergo an independent ISO 14001 audit. This policy also serves as a comprehensive reference for managing HSSE activities, ensuring compliance, and effectively responding to emergencies.

5.0 GENERAL RESPONSIBILITIES

HSSE is an integral part of the Board's operations and activities hence every member of staff, visitor and contractor are duty-bound to conduct their activities in a secure and safe manner that will not be injurious to themselves and to others. All individuals must abide by the rules and regulations stated in this HSSE policy manual.

5.1 HSSE Policy Objectives

The Board is committed to achieving zero incidents or accidents for its staff, contractors, visitors and the environment. Consequently, the Board provides assurance that HSSE Risks associated with the WORK are continuously identified, assessed, controlled and reduced to a level "ALARP", and is committed to achieving the following HSSE objectives in the conduct of its activities and/or operations:

- i. Adopt leading practices of HSSE.
- ii. Comply with National and applicable international standards, practices and laws on Health, Safety, Security, and Environment.

- iii. Demonstrate social and ethical responsibility by working together with all relevant stakeholders to promote harmonious HSSE compliant relationships.
- iv. Engage and consult with employees and others on HSSE conditions, in addition to providing Occupational Health Services.
- v. Maintain Emergency Response capability.
- vi. Conduct regular enlightenment and awareness campaigns as a means of driving compliance and commitment to HSSE policy.
- vii. Conduct HSSE briefing to all staff including visitors and contractors.
- viii. Ensure contracting and sub-contracting strategies and practices reflect and include plans for identifying, eliminating, reducing and managing risk.
- ix. Engage and work with stakeholders to perform all WORK in a manner that meets best global practices and standards.

5.1 HSE Responsibilities

5.1.1 Management Responsibility

- i. Provide visible and demonstrable leadership commitment to HSSE.
- ii. Promote HSSE initiatives and staff training programs in the Board.
- iii. Provide adequate resources for administering HSSE.
- iv. Monitor and measure HSE compliance.
- v. Conduct workplace HSSE inspection.
- vi. Recognize and reward good employee HSE performance.

5.1.2 Staff, Visitor, Contractor/3rd Parties Responsibility

- i. Take reasonable care for the HSSE of themselves and of other people who may be affected by their acts.
- ii. Always observe HSSE rules and procedures.
- iii. Stop the job when there is/are safety concerns.

- iv. Maintain good housekeeping and always keep your work environment clean and tidy.
- v. Report all HSSE concerns, incidents, near misses, unsafe acts, Unsafe conditions to the HSSE Department and/or fill out the HSSE incident form.

6.0 EMERGENCIES

6.1 General Instructions

- i. Any person that discovers a fire within NCDMB premises should:
 - a) Raise an alarm and/or trigger the nearest fire alarm button.
 - b) Fight the fire with the nearest fire extinguisher – if he/she is trained to do so.

IF YOU ARE NOT TRAINED TO FIGHT FIRE, DO NOT!!

- ii. Upon hearing a fire alarm
 - a) Stay calm and do not panic
 - b) Evacuate the building (even if the alarm stops ringing) through the stairways or nearest safe exit door and go to the muster point as directed by fire wardens or HSE personnel for a head count.
 - c) Use the stairways, DO NOT use the elevators.
 - d) Close all doors behind you to reduce the spread and rate of spread of the fire. Do not close doors marked "EXIT".
 - e) Follow the directions of the fire wardens.
 - f) Do not re-enter the building until you are told to do so by the Emergency Management Team.

6.2 Emergency Evacuation Drills

- i. Emergency Evacuation Drills will be conducted periodically at the Board's premises to strengthen the level of emergency preparedness of staff.
- ii. The time taken for people to reach a place of safety (free from harm or hazards) unaided will indicate the degree of efficiency of the evacuation drill.

- iii. On hearing the alarm during drills, all staff and visitors are advised to immediately comply with the evacuation procedures; failure to do so will attract sanctions and disciplinary actions.

6.3 Fire Fighting

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

- i. 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.
- ii. If you are trained to fight fire, attack the fire with available fire extinguisher, if not, move to the muster point.
- iii. If the fire is from an electrical equipment/source, **SWITCH OFF** the power from main source and **do not** use water or foam extinguishers even if the power source is cut off.
- iv. Where the fire is already established and it is too big for portable fire extinguishers, leave it for the Firemen immediately.
- v. The firemen/HSE Department must ensure that all exhausted or expired fire extinguishers are recharged as at when due. **DO NOT throw fire extinguishers into the fire.**

6.4 Types of Fire Extinguishers

For efficient and effective firefighting, all members of staff are expected to know about 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:

Classes of Fire	Extinguishing Medium
A - Involving free burning materials, papers, wood, rubber, plastic etc.	Water, Foam, Carbon dioxide, F-500 Encapsulator Agent (F-500 EA)

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B - Involving flammable liquids, petrol, oils, solvents etc.	Foam, Carbon dioxide, Dry Chemical Powder (DCP), F-500 EA
C - Fire that involves Gas and energized electrical equipment	Carbon dioxide, DCP, F-500 EA
D - Involving combustible metals, potassium, sodium, magnesium etc.	Special DCP, F-500 EA

The fire extinguishers used in the Board's offices are mainly Foam, Water, Carbon dioxide, DCP, and F-500 Encapsulator

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

- i. **PULL THE PIN** - This allows you to squeeze the handle, in order to discharge the extinguishing medium.
- ii. **AIM AT THE BASE OF THE FIRE** - The agent will pass through the flames if you aim at the middle.
- iii. **SQUEEZE THE HANDLE** - Do so slowly and evenly to release the pressurized extinguishing medium.
- iv. **SWEEP THE NOZZLE FROM SIDE TO SIDE** - To cover the entire area that is on fire.

6.5 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 precautions 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

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necessary precautions. Fire can be protected by fire crew, fire equipment and alarm etc. The underlisted are some common causes of fire and their preventive measures:

CAUSES	PREVENTION
Electrical	<ul style="list-style-type: none"> i. Do not overload sockets. ii. Faults should be repaired immediately. iii. Only approved and certified equipment should be used. iv. Regular maintenance culture should be established. v. Patronize certified electrical technicians.
Smoking	<ul style="list-style-type: none"> i. Smoking is not allowed in the Board's offices - Tobacco Control Act 1990 Prohibits smoking in offices and public places. ii. Do not use matches lighters or candles in offices. iii. Naked flames are proscribed in the Board's offices except authorized under strict supervision.
Negligence	<ul style="list-style-type: none"> i. Workers and contractors carrying out high risk jobs are to follow the Permit to Work procedures, obeying all safety rules and regulations. ii. Ensure the observance of care and due diligence while carrying out all jobs.
Hazardous Materials	<ul style="list-style-type: none"> i. Exercise caution with hazardous materials e.g., paints, flammables liquids and gases, chemicals etc. ii. Ensure safe storage and handling of hazardous materials.

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CAUSES	PREVENTION
<p>Heating Devices</p>	<ul style="list-style-type: none"> i. Use of heating devices e.g., cloths iron, room heater, dryer, personal water heater and microwave etc. are not allowed in the Board’s offices. ii. Ensure that all heating devices are in good working condition iii. Never leave them unattended, turn off and unplug after use iv. Avoid placing appliances near sources of heat e.g. Stove, cookers etc. v. Heating devices should be inspected and certified before use.
<p>Poor Housekeeping</p>	<ul style="list-style-type: none"> i. Objects should be placed in their proper positions ii. The work environment should be free of rubbish, spills etc. iii. Waste trays, drawers and cabinets covers should be provided and used. iv. Exits and fire extinguishers should not be obstructed in any form.

6.6 HSE Meetings and Toolbox Talks

- i. All meetings should commence with **safety briefs**.
- ii. Monthly HSE meetings must be held within various Department to discuss relevant HSSE matters.
- iii. Toolbox talks and safety briefs are a must before commencement of work on sites.
- iv. These briefs are intended to educate workers about creating and maintaining safer work environments and conditions.

- v. Toolbox talks are advisable to be held prior to commencement of construction/maintenance and other relevant activities that will be carried out within **the Board's premises and Board projects**. Attendance of toolbox briefs is mandatory for all workers that work within the premises of the **NCT** and other **Board locations**.

6.7 Incident Reporting and Investigation

- i. It is the duty and responsibility of every member of staff, visitor, contractor, etc., to report and/or fill out an **incidents report** form on **near-miss, unsafe acts, and unsafe conditions** immediately such happens or is noticed.
- ii. When an incident occurs within any of the Board's premises or locations, 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 to learn from the incident and put in place corrective measures to prevent any recurrence.

The common terms below are used in incidents description are as follows:

- 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 the condition of 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 practice that unnecessarily increases the likelihood to cause injury.
- h. **Lost Time Injury:** This is work-related injury or illness that causes an employee to be unable to perform their regular job duties for at least one day.

7.0 SAFETY AT WORK

7.1 Slips, Trips and Falls

Slips, trips and falls can happen in any workplace, including the Board's premises and locations.

It may result in any of the following:

- i. Sprain and strains.
- ii. Broken bones when trying to break the fall.
- iii. A back injury due to the sudden and forceful impact during the fall.
- iv. Burns may occur if you encounter hot surface or person handling hot fluids.
- v. Cut if it occurs near sharp objects etc.

7.1.1 Managing Slips, Trips and Falls

- i. When spills occur, it is important to clean them up immediately; signage must be displayed on all wet floors.
- ii. Watch your step while walking to avoid tripping, stumbling, slipping and similar hazards; walk gently and do not run.
- iii. Observe safety warning signs and signals: wet floor, mind your steps, mind the glass, hold the handrail etc.

- iv. Maintain good housekeeping, remove all repair chippings or slipping hazards as they are found.
- v. Limit access to high-risk areas and avoid jumping from elevated places.
- vi. Wear appropriate footwear for the job and working environment.
- vii. Use available stairways, walkways, and handrails. Always use the handrails while ascending or descending the stairs and KEEP TO THE RIGHT
- viii. Remove damaged furniture from the workplace, and replace or fix them
- ix. Ensure there is adequate lighting in the workplace.

7.2 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.

7.2.1 Duty Holders' Responsibilities

- i. Work at height only when necessary.
- ii. Conduct a risk assessment before working at height and take account of the results.
- iii. Plan for emergency and rescue.
- iv. Ensure that all work at height is properly planned, supervised, organized and carried out in a safe way as reasonably practicable.
- v. Ensure that all work at height takes account of weather conditions that could endanger health and safety.
- vi. Ensure that those involved in work at height are trained and competent.
- vii. Ensure that the place where work at height is done is safe.
- viii. Ensure that equipment for work at height is worn e.g. harness belt, hardhats, gloves etc. and is appropriately inspected.
- ix. Ensure that the risks from falling objects are properly controlled.

- x. Use appropriate ladders and NOT chairs or other improvised devices.
- xi. Ensure you are not alone while working at height.

7.3 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 or any NCDMB location:

- i. **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.
- ii. **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).
- iii. **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.

7.4 Electricity 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's premises, the following safety precautions will be taken:

- i. Do not use electrical tools near water unless they are specifically designed for wet areas.
- ii. Check all switches for damage.
- iii. Never use a power cord if the ground plug is broken.

- iv. Discharge all capacitors before starting work on equipment.
- v. Turn the power switch to 'off' and unplug all machines before adjusting, lubricating or cleaning them.
- vi. Do not run cords under carpet or rugs.
- vii. Do not plug multiple electrical cords into a single outlet.
- viii. Do not use frayed, cut, or cracked electrical cords.
- ix. Do not use extension or power cords that have the ground prong removed or broken off.
- x. Use appropriate surge protection for all electrical equipment.
- xi. Report faults, hazards, or unsafe conditions immediately to HSE champion on each floor or HSE department.

7.4.1 Safety Precautions and Measures

- i. **Workspace Management:** Keep areas clean and free from electrical hazards like tangled cords or exposed wiring.
- ii. **Unauthorized Repairs:** Do not attempt repairs unless you are qualified and authorized.
- iii. **Fault Reporting:** Immediately report to the HSE champion on each floor or HSE department any sparks, burning smells, electrical shocks, or unusual noises.
- iv. **PPE Use:** Wear appropriate Personal Protective Equipment (e.g., insulated gloves, safety goggles) when working near or with electrical components.
- v. **Electrical Fires:** Use only suitable fire extinguishers for electrical fires (refer to section 6.4). Evacuate the area and inform emergency personnel.
- vi. **Incident Reporting:** All electrical-related incidents, near-misses, or accidents must be reported to Management without delay.
- vii. **Routine Inspections:** All electrical installations, wiring, and equipment must be inspected regularly by certified professionals.

7.5 Permit To Work

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

- i. Ensure that proper written authorization is given to carry out specific work at a time or place.
- ii. Ensure the personnel carrying out the job understand the nature of the job, the hazards involved and the limitation on the work and time.
- iii. Specify the safety precautions to be taken before, during and after work.
- iv. 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's premises that require PTW, the HSE 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

7.6 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:

- i. Identify the hazards.

- ii. Decide who might be harmed and how.
- iii. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
- iv. Record your findings using the risk assessment template.
- v. 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 individuals to recognize and minimize the risks associated with carrying out any activity.

7.7 Personal Protective Equipment

PPE are pieces of equipment and apparels used or worn by a worker to protect him/her from workplace hazards and on-the-job injuries. It does not prevent accidents but reduces the impact of accidents on victims.

Appropriate PPE must be worn by all contractors or subcontractors executing work within the Board's premises or locations.

7.7.1 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 etc.	A range of helmets and bump caps.

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S/N	Human Parts	Hazards	PPE
3.	Respiratory Tract/Lungs	Dust, vapour, gas, oxygen-deficient atmospheres etc.	Nose, face masks, air filters, breathing apparatus, chemical purifiers.
4.	Body	<p>a) Temperature extremes, adverse weather, chemical splash, spray from pressure leaks or spray guns, impact or penetration contaminated dust, excessive wear or entanglement of own clothing</p> <p>b) Falling from height</p>	<p>a) Conventional or disposal overalls, specialist protective clothing, aprons, high-visibility clothing, fire retardant suits.</p> <p>b) Personal fall arrest system, full body harness.</p>
5.	Hands and Arms	Abrasion, temperature extremes, burns, bruises, scratches, cuts, and punctures, impact, chemicals, electric shock, skin infection, disease or contamination etc.	Gloves, wrist cuffs.
6	Feet and Legs	Wet, electrostatic build-up, slipping, cuts and punctures, falling objects, chemical splash, abrasion etc.	Safety boots and shoes, rain boots, leggings, kneepads.
7.	Ear	Noisy environment, plant, machines etc.	Earmuffs and plugs.

7.7.2 Provision of PPE

The Board shall ensure that appropriate PPE is provided to all personnel exposed to potential hazards. The selection of PPE will be based on a thorough hazard assessment and in accordance with the applicable safety regulations and standards.

7.7.3 Use and Enforcement of PPE

All staff, visitors and 3rd parties are required to wear designated PPE in identified hazard zones. Supervisors and HSE personnel shall enforce compliance and ensure that PPE is used correctly and consistently.

7.7.4 PPE Availability

Management shall always maintain an adequate stock of PPE domiciled in the HSE Department to address sudden or unforeseen needs. This ensures that no personnel are exposed to risk due to a lack of protective equipment.

7.8 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 injuries and damages in work-related travels.

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

7.8.1 Purpose of Journey Management

- i. To minimize and eliminate traffic incidents and fatalities.
- ii. To ensure an effective control of risk to Health and Safety of personnel and assets for an approved journey.
- iii. To put in place corporate Journey Management Guide towards Safe Transportation Management.

7.8.2 Journey Management Planning

JMP must be developed and approved prior to travel under the following conditions:

- i. Travel exceeding **20 km, 100 km**, or more than **2 hours** (based on risk assessment and context).
- ii. Travel to **remote, high-risk, or unfamiliar areas**.
- iii. Travel outside regular working hours.

The JMP must include:

- a) Destination, route, and estimated travel duration.
- b) Vehicle and driver details.
- c) Emergency contact information.
- d) Check-in schedule and methods.
- e) Risk assessment and mitigation strategies.

7.8.3 Journey Management Procedures

- i. All journey routes must be risk assessed to identify potential hazards for mitigation.
- ii. All precautionary measures must be taken to ensure overall success of the journey.
- iii. All journeys must commence with a safety brief.
- iv. Where necessary, journey may break at convenient, safe and popular location.
- v. Driver and passenger(s) must identify and patronize **appropriate accommodation** that is **safe and secure for them and the vehicle**.
- vi. Unless necessitated by an emergency or exigency, no journey should proceed beyond **6.00pm**.

- vii. Drivers must not exceed **100km/hr speed limit** and shall proportionately reduce speed in adverse weather and road conditions.
- viii. Drivers must stop and park the vehicle when visibility is poor.
- ix. Carry out routine maintenance and services for all vehicles returning from a journey.
- x. Drivers and staff must always ensure that the Board's vehicles in their custody are securely parked in appropriate parking space.
- xi. All vehicles with designated parking lots in all the Board's locations are to be parked accordingly.
- xii. All vehicles are to be **parked in reverse** for safe removal in emergency situations except where clearly exempted.
- xiii. Drivers and passengers are expected to use **SEAT BELT** during the duration of their journey.

7.8.4 Journey Approval

- i. All applicable journeys must be approved by the designated **Journey Approver** or **supervisor**.
- ii. For high-risk travel, approval should be obtained at least **24 hours in advance**.
- iii. A **Journey Manager** must be appointed to oversee, document, and supervise the journey.

7.8.5 Vehicle and Driver Safety

- i. Only **roadworthy, company-approved vehicles** are permitted for official travel.
- ii. Drivers must:
 - a) Hold a valid license appropriate to the vehicle class.
 - b) Comply with local traffic laws and organizational driving policies.

- c) Avoid driving while fatigued, impaired, or distracted.
- d) Refrain from night driving unless explicitly justified and approved.

7.8.6 Communication and Check-ins

- i. Travelers must check in at predetermined intervals using approved communication methods (e.g., mobile phone, tracking systems).
- ii. Missed check-ins will **trigger the emergency response protocol**.
- iii. Travelers must report **arrivals, delays, or route changes** promptly to the designated contact.

7.8.7 Emergency Preparedness

- i. All vehicles must be equipped with a basic **emergency kit**, including;
 - a) First aid kit
 - b) Fire extinguisher
 - c) Flashlight
 - d) Phone charger
 - e) Drinking water
- ii. Travelers must be briefed on **emergency procedures** before departure.
- iii. In the event of an incident (e.g., breakdown, accident, road closure), the traveler must immediately notify the **designated contact or Journey Manager**.

7.9 Vehicles and Traffic

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

- ii. Any individual who is **not properly buckled** will be denied boarding, entry into, or **exit from** the premises and access will only be granted after full compliance.
- iii. Parking restrictions: Permit to park vehicles is only on designated areas.
- iv. The maximum speed allowed within the Board's premises is 10km/hr.
- v. All road markings and directional signage must be observed with **priority** being given to **pedestrians** crossing the road.
- vi. It is strictly **prohibited** to **answer, initiate, or engage in any voice call**, including **hands-free calls—while the vehicle is in motion**.
- vii. The use of **mobile phones or any electronic devices** for **texting, emailing, browsing, or other non-driving activities** while driving is also strictly forbidden
- viii. Under no circumstances shall a staff/driver embark in/on **NIGHT DRIVING/SAILING** except on emergency cases. Approval for Night driving/sailing at emergencies must be obtained from Journey Approver / Supervisor.
- ix. If you observe unsafe driving or any other safety concerns caused by staff or driver, please report to HSE Department.

7.10 Housekeeping

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Housekeeping includes keeping areas neat and orderly, maintaining halls and floors free of slip and trip hazards; and removing 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 the Board, a workplace must be orderly throughout the duration of the work, 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.

7.11 Ergonomics

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

At the Board, every staff needs to be aware of ergonomic risk factors and conditions that may cause physical stress to the musculoskeletal system and take every step to avoid exposing such risks.

Highlighted below is a list of some Ergonomic Risk conditions.

RISK FACTORS	EXAMPLES
Awkard 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
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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 as result of bad posture and/or repeated tasks.

7.12 Personnel Conduct At Work

- i. It is the legal duty of every staff, visitor and 3rd party to take reasonable care for his own safety and that of other people who may be affected by his conduct.
- ii. No staff, visitor and 3rd party should intentionally or recklessly interfere with or misuse anything provided to safeguard life and property.
- iii. No attempt should be made to carry out any work of a dangerous nature or operate any equipment without training or authorization.

8.0 HEALTH AT WORK

8.1 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 cognizance of the following:

- i. Pre-existing health problems, the risk in the workplace that such staff may be exposed to and identify the support needed by the employee to do the job effectively.
- ii. Staff are expected to fill in a health questionnaire and carry out laboratory tests.
- iii. A medical examination will be conducted by a Licensed Doctor.
- iv. 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.

8.2 Periodic Medical Examination

These are medical examinations that will be conducted to monitor the effects of work on the health of the Board's staff. Such medical examinations will be:

- i. Carried out at intervals dictated by International Conventions or Safe Occupational Health Practice.
- ii. Carried out annually.
- iii. Notice will be sent to staff.
- iv. Series of laboratory tests will be conducted.
- v. A Doctor will then carry out physical examination and review the laboratory results.
- vi. The Doctor will then discuss the findings with staff and advise appropriately.

8.3 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.

8.3.1 What to do in an Emergency

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

- c) **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.
- d) **Check for breathing:** Look for chest movement, listen at the casualty's mouth for breath sounds or feel for air on your cheek.
- e) If casualty is not breathing normally, administer CPR – if you know how to administer and seek urgent medical attention.
- f) Staff, visitors and 3rd parties are advised to visit the “SickBay” if they feel unwell.

8.4 Physical Fitness

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

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

The Board encourages all members of staff to adhere to the above-healthy lifestyle.

8.5 NCDMB Smoking, Alcohol and Substance Abuse

The Board recognizes alcohol and drug dependence as preventable and treatable medical conditions that can be injurious to people as well as impair productivity in the workplace. The

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Board and its employees shall collaborate to provide enabling conditions to minimize the associated risk.

To maintain a safe and productive work environment, the following shall apply:

- i. All operational tasks must be carried out free from the influence of alcohol.
- ii. No action should create unsafe conditions or endanger the lives of others directly or indirectly involved in project activities.
- iii. All staff, visitors and 3rd parties are strictly prohibited from consuming alcohol or encouraging others to do so during official working hours.

Smoking is strictly prohibited in all the Board's offices and workplace except in designated areas or smoking zones. Alcohol and illegal drugs are also prohibited in all the Board's locations.

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

- a) Continuous enlightenment and awareness campaigns on the adverse effects of prohibited 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 everyone.

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

Reporting to work, being present at the office, worksite, or operating the Board vehicle under the influence of drugs or narcotics is strictly prohibited.

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

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

9.0 SECURITY POLICY

9.1 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 on the Board's premises is responsible for taking the necessary precautions that will safely 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.

9.2 Our Directives

The Board hereby issues the following directives to support our aspirations in the following areas:

- i. **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.

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- ii. **System:** Security mechanisms 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.
- iii. **Staff:** Controls will be put in place everywhere to ensure that the Board engages only employees and contractors with track record of integrity, sound work profile and competency.
- iv. **Level of Security:** The Board will implement physical security measures at all their locations and other specific technological security measures that fit the location.
- v. **Security Compliance:** HSSE Division or any approved committee will be responsible for ensuring compliance with our security policy.

The HSSE Division shall equally be responsible for implementing, monitoring, and reviewing security measures to reduce security incidents and providing a standard to eliminate or mitigate the Board's exposure to risks.

- vi. **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.
- vii. **Prevention, Reporting, and Investigation:** The HSSE Division will put in place an effective security structure that will strive to prevent, identify, and report incidents that result in breach or 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 division. If there are consequences of the incident, the Legal directorate must be contacted and informed.

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viii. **Management Responsibilities:** The DCS is accountable to the Executive Secretary for enforcing the Board's security policy. All staff are enjoined to take security as part of their normal responsibilities.

The Board 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 proceedings.

ix. **Employee Responsibilities:** The Board expects all employees to safeguard the Board's assets and reputation and to protect third party property. Any willful 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) Standard best practices must be ensured in the security operations at the Board.
- f) We shall endeavor to make contractors and visitors have a secure business environment and create awareness to ensure compliance with HSSE policy.
- g) We shall record, analyze and investigate all reported security incidents directly involving the Board's operations or employees to mitigate future occurrences.

- h) We shall strive for continuous improvement in our understanding and management of security and related human rights issues and stay abreast of global best practices.

9.3 Office Security

- i. All employees and visitors shall be subjected to the applicable standards and prescribed access control measures, security checks before entry into the Board's premises.
- ii. All staff are expected to display their ID cards conspicuously always when they are within the Board's premises.
- iii. All visitors and contractors are expected to conspicuously display their visitor tags when they are within the Board's premises.
- iv. Only cars with approved OMS Tags will be allowed to park at designated car lots.
- v. All visitors and contractors are to park their vehicles at designated visitor car parks.
- vi. The security at the main gate shall confirm visitor's appointment from the approved list before visitors gain access to the Board's premises.
- vii. Visitors shall be issued visitors tags according to the floors they are visiting. They are restricted to the floor indicated on their visitor tag and must not access any other floor. Security personnel stationed on each floor shall enforce visitors' movement.
- viii. All vehicles driving in/out of the Board's premises through the main gate shall be duly registered.
- ix. For your safety and security, the items listed below are prohibited within the Board's offices/ premises.

9.3.1 Prohibited Items

- i. 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).

- ii. Sharp/Cutting Objects (Blades, Scissors, Nail Files) Maintenance/ Telecoms Technicians are exempted.
- iii. Igniters (Matches and Lighters).
- iv. Pen Knives/ Nails.
- v. Alcoholic drinks.
- vi. Gas cylinders/ Jerry Cans.

10.0 ENVIRONMENT AND WASTE MANAGEMENT

10.1 Environment Management

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

Environmental management practices, as they relate to the Board's operations, include the following:

- i. Ensuring that all the Board's activities are done in compliance with leading practices for environmental sustainability.
- ii. Preventing all forms of pollution by incorporating pollution prevention measures in our operations.
- iii. Reducing and mitigating any negative environmental impact identified.
- iv. Continual improvement of our environmental management system.
- v. Ensuring that all areas affected by the Board's operations are properly remediated.

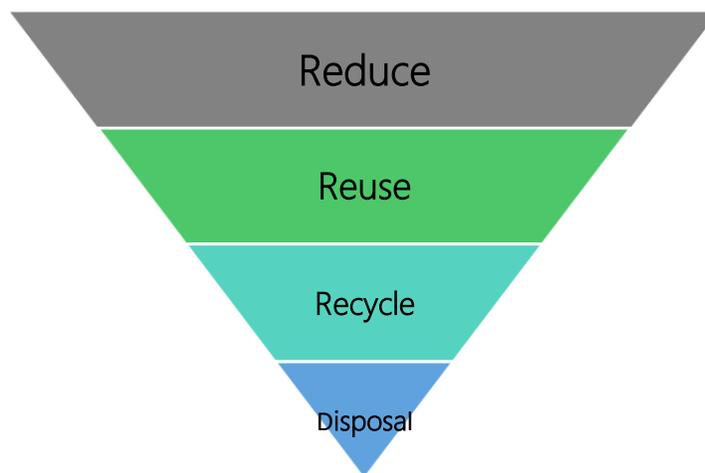
10.2 Waste Management

Waste management is a detailed process involving generation, collection, handling, transportation and recycling of waste by trained personnel or vendor. These processes must be adhered to.

10.2.1 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, classified, quantified, documented and labeled in cans located in designated areas of the building, to be disposed of by the appropriate personnel trained to handle waste.

Under no circumstances shall waste be carelessly disposed around or on Board's premises. All staff, visitors and 3rd parties are required to adhere strictly to approved waste management procedures to ensure a clean, safe, and environmentally sustainable workplace.

11.0 HSSE AUDIT

The Board is committed to maintaining and monitoring its operations in line with established standards. To ensure continuous compliance, the Board adopts a structured internal and external auditing policy.

- i. **Internal Audits:** The Board shall conduct regular internal audits to assess compliance with its policies, procedures, and regulatory standards. These audits will be carried out by an internal audit team, and detailed reports shall be submitted to NCDMB Management for review and appropriate implementation.
- ii. **Personnel-Led Activity Audits:** Routine audits of specific operational activities — such as UA, UC, and similar functions - shall be conducted by individual personnel responsible for or involved in those activities. This ensures accountability and continuous monitoring at all levels of the organization.
- iii. **Audit Team Composition:** The internal audit team shall include the HSE Manager, Deputy Manager, relevant Supervisors, and Visitors with basic HSE training. Team members must have direct oversight of the activities under audit to ensure accuracy and relevance of findings.
- iv. **External Audits:** The Board shall cooperate fully with established standards for external audits of its activities. The Board is committed to transparency and continuous improvement through external feedback.

12.0 INCENTIVE SCHEME

The Board will carry out continuous assessment of the HSSE performance of workers to determine those deserving of recognition and emulations on a regular basis.

The Board is committed to maintaining a safe, healthy, and accident-free work environment in line with its duty of care to all employees. To promote a positive safety culture, the Board has established an incentive scheme designed to encourage and reward exemplary HSSE behaviour, compliance, and performance.

Recognising that a motivated and satisfied workforce is central to preventing unsafe acts, negligence, or poor conduct, the Board will implement a range of rewards and recognition measures for employees who demonstrate consistent adherence to safe work practices and contribute to overall HSSE excellence.

In addition to internal incentives, the Board reaffirms its obligation under the **Employees' Compensation Act (ECA) 2010**, which provides statutory protection and compensation for employees in the event of work-related injuries, occupational diseases or incidents. While the incentive scheme promotes proactive safety behaviour, the Board will ensure that any employee who suffers an injury in the course of duty receives all entitlements and benefits as stipulated under the Act.

The Board will conduct continuous and transparent assessments of HSSE performance across all departments to identify personnel deserving of recognition, awards, and commendation. This process will support continuous improvement and reinforce a culture where safe behaviour is valued, recognised and rewarded

13.0 INCIDENT REPORTING

In line with the Board's commitment to transparency, accountability, and continual improvement in HSSE performance, all complaints, incidents, near misses, hazards, and safety observations shall be reported through the Incident Report Application available on the Board's intranet. This reporting requirement reflects the principle of *ubi.jus.ibi.remedium*, which underscores that every worker has the right to a safe and healthy workplace, and correspondingly, the right to an effective mechanism for addressing HSSE concerns. By ensuring that all HSSE-related events are reported through a structured system, the Board provides a clear pathway for appropriate investigation, corrective action, and follow-up.

The Board will ensure that:

- i. The Incident Report Application remains accessible, user-friendly, and confidential to encourage timely reporting.

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- ii. All reports are reviewed promptly and addressed through appropriate remedial and preventive actions.
- iii. Workers are protected from retaliation or discrimination for reporting safety concerns in good faith.
- iv. Lessons learned from reported cases are communicated and integrated into the HSSE management system to prevent recurrence

14.0 REVIEW

This Policy takes effect upon the Board's approval and is subject to review every 2 years or as necessary.

EMERGENCY CONTACTS

- i. Medical Services: 07063081216
- ii. Security: 08065926210
- iii. NCDMB Fire Service: 07037674927
- iv. HSE: 08037438855
- v. Incident Report Application (via the Board's Intranet)