



HEALTH AND SAFETY

Occupational health & safety management system

ARL Safety Management System (SMS), which follows the PLAN – DO – CHECK – ACT scheme, is based on the Occupational Health and Safety Management system ISO 45001 and International Organization for Standardization (ISO) 14001 and has been designed to adopt an integrated approach to managing health and safety of our employees. The occupational health and safety management system is implemented to meet the requirement of the factory act 1934, Environmental Protection Act, 1997, Industrial Relations Act, Punjab Environmental Quality Standard (PEQS) and OHSA guidelines for health and safety. All workers, activities and work places are covered by the management system. ARL HSE Management systems support continuous improvement as we work on complex projects, often in challenging environments. ARL Health, Safety and Environment (HSE) Policy Statement, which is endorsed by our CEO, is conveyed to all employees through our induction programs and routine communications. ARL is committed to ensure the participation and consultation of workers and their representatives in health and safety matters. ARL delivers a health and safety program that focuses on the health and safety of everyone involved in and impacted by our work – including ARL employees, clients, contractors, as well as surrounding communities. The contractor workers are required to follow the health and safety management system requirements while working in the ARL premises.

Hazard identification, risk assessment

ARL has a long standing safety culture along with a detailed reporting of process and plant safety for prevention and mitigation of occupational health and safety impacts directly linked to operations and business relationships. ARL identify work-related hazards and assess risks on a routine and non-routine basis and apply the hierarchy of controls, HIRA (hazard Identification and risk assessment), HAZOP, Job Safety Analysis and Safety Committee Meetings, in order to eliminate hazards and to minimize risks. Continuous trainings, safety talks and awareness sessions are organized throughout the year to ensure the quality of process and competence of the persons involved. Work Permit tests and management safety audits also ensure competence of the individuals. Related KPIs for safety and occupational health are reviewed monthly in the management meeting. ARL have five different systems for addressing non-conformities.

1. Oracle based HSEQ Management System
2. Health, Safety, Environment, Quality and Energy Reporting Card
3. Action Items of HSEQ Meetings
4. Internal Audits
5. External Audits
6. Quarterly Housekeeping Audits

Occupational Health services

ARL's occupational health and industrial hygiene services aim to protect the health of its Employees through early identification, evaluation and control of possible health risks associated with working environments. Occupational Health & safety advisor is responsible for overall development, implementation and monitoring of the occupational health program for our employees. The areas of fitness to work, occupational illness reporting and first aid management at workplace are strictly monitored. Moreover, regular technical controls and measurements are carried out at workplace to ensure safe working conditions and regular health checks are conducted for employees.



Worker participation

The presence of workers in HSE committees is ensured at all levels. The CBA President is member of Central Health Safety & Environment Committee (CHSEC) headed by CEO. To review the performance of Health, safety & environment, CHSEC committee meets on monthly basis. The CBA president communicates workers inputs and concerns to the management and vice versa. Moreover, there is about 50 % representation of workers on safety steward forum.

Every ARL employee and contractor is required to be an active participant in managing the safe execution of work. We are focused on improving our safety performance through monitoring key indicators, holding leaders accountable and empowering all employees.

The International Labour Organization (ILO) marks the World Day for Safety and Health at Work on 28th of April each year to promote the prevention of occupational accidents and diseases. This year, ARL celebrated safety week from April 27-30, 2020. Area safety Incharges along with HSE team discussed issues related to safety and shared suggestions for the improvement of safe and healthy practices at workplace.

Worker Training

Health and Safety Programs Success of a good HSE Management System depends on the safety mindset of workers and contractors. To promote the safety culture at ARL, following initiatives have been taken:

1. Monthly Basic HSE Induction Training Program
2. Monthly Live Fire Practice
3. Scenario based Emergency Drills
4. ERP on-site refinery staff training
5. Behavior Based Safety awareness & Surveys
6. Monthly meetings of Area Safety & Environment In-charges to discuss and present HSE aspects, performance and KPIs.
7. Monthly safety walk of operational areas to identify opportunities for improvement
8. Quarterly Safety Awards for employees to reward and recognize their efforts in improving safety culture
9. Delegating responsibility to Line management for the compliance of safety in their concerned areas
10. Involvement of Shop Floor Level workers through Safety Stewards Forum
11. Arranging HSE Conferences at national level on alternate year.
12. Celebration of Annual Safety Week etc.
13. Health & safety awareness sessions including ergonomics, obesity, First Aid CPR by OHS advisor.

Monthly Basic HSE Induction Training

The safety training module is based on the following contents

- Process safety Management
- Emergency response plan
- Office safety / Behavior Based Safety
- Permit to work system
- Personal protective equipment
- Integrated Management system
- Incident Reporting and root cause Analysis



- H₂S Safety, NH₃ safety, Chemical handling, First Aid/ Drowning, IMS trainings and Hazard identification and risk assessment

No. of training Man Hours	3600
No. of participants	150
Training man hours/Employee	24

Emergency Response Trainings

Emergency Response Training record for the year;

No. of training Man Hours	78
No. of participants	1525
Training man hours/Employee	0.05

Scenario Based Emergency Drills

Number of participants trained & training hours of scenario based emergency drills during the reporting year are as follows

No. of training Man Hours	13
No. of participants	303
Training man hours/Employee	0.04

Monthly Live Fire Practice

Training hours and number of participants trained in monthly live fire practice during the reporting year are as follows;

No. of training Man Hours	12
No. of participants	353
Training man hours/Employee	0.03

Contractors Safety

- All the contractor's before being put into any contract with ARL are required to follow the Occupational Health and Safety Requirements of Attock Refinery Limited.
- Moreover, regular monitoring of Contractors Equipment fitness, Personal Protective Equipment is ensured. Training is also imparted to contractor's staff.
- The safety of contractor is being ensured and constantly monitored by ARL HSE Staff.

Promotion of worker health

Employees' health is an integral part of the company's safety policy. Scheduled medical checkups of employees are ensured. It helps to optimize healthcare facilities and to increase productivity, performance and motivation at workplace. ARL has 2 state of the art ambulances 24/7 inside refinery for shifting of employees to attached hospital where medical services are provided.



OHS Activities

Occupational health and safety is of major importance for Attock refinery Limited. Different activities for Occupational Health and safety include.

- ✓ Monthly OHS Committee meetings.
- ✓ Quarterly OHS trainings.
- ✓ Biannually food handler tests.
- ✓ Noise surveys.
- ✓ Audiometry test
- ✓ Ergonomics survey.
- ✓ Obesity training.

Medical Service

Attock Hospital was established in 1930. Now it has a capacity of fifty beds with air conditioned facility. AHL provides services in more than 13 specialties round the clock to facilitate employees and neighboring communities and has well equipped operation theatres, laboratories, dialysis, radiology facilities and pharmacy.

Work related injuries & ill health

All first aid cases and injuries are regularly reported. The fatality and injury rates for company and contractor are calculated by taking into consideration the number of recordable injuries multiplied by 1000000 and divided by Man-hours worked. See below the graphs for further detail.

ARL coping with COVID-19

Covid-19 has affected every industry around the globe. New Normal has been adopted for the continuity of business. In recognizing the changing working dynamics, ARL has played an active role and taken several initiatives which are highlighted below:

Training & Awareness

Regular awareness sessions for different sections of the Refinery has been arranged. Employees are briefed about symptoms and precautions of Covid-19 which they should consider during work and even at home. Awareness of staff has also been done through posters and circulars displayed on prominent places and notice boards.

Audits

Based on the guidelines, issued by Punjab government industries department, a checklist was prepared by HSE to audit different areas like workplace hygiene, availability of hand sanitizers and masks, hand washing facilities, employee awareness, social distancing, checking of body temperature. Audit of different areas in coordination with area safety in charges was conducted to check requisite compliance. Shortcomings were highlighted and addressed without any delay.

Corona Surveillance Form

For timely identification of persons, who had interacted with corona patient or are experiencing corona symptoms, corona surveillance form was circulated. Almost Eight hundred filled forms were screened and data was reported to AHL for further action.

Domestic Waste Management of COVID-19 Patients

HSEQ department in coordination with other relevant departments developed a comprehensive procedure for safe collection and disposal of domestic waste to prevent spread of Covid-19. According to this procedure, medicated polythene bags were provided to corona positive or suspected patients. Necessary personal protective equipment were provided to person collecting waste which was then shifted through waste



collection vehicle to incinerator for final disposal. Disinfection of person who collected the waste and vehicle was ensured.

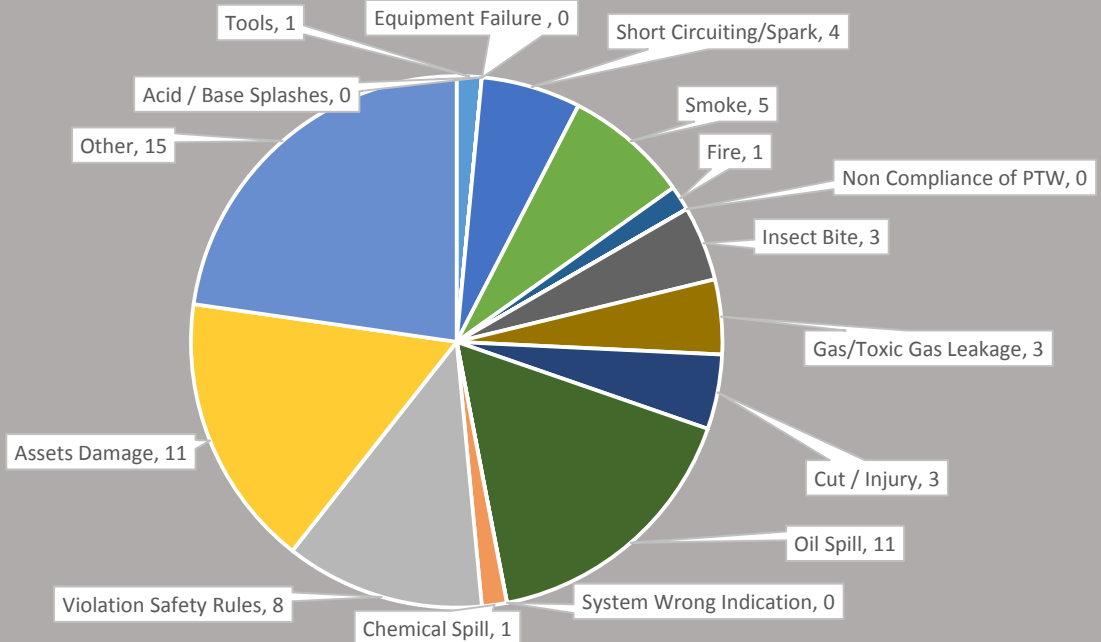
Hand Sanitizer, PPEs and Disinfection

Research has shown that wearing mask can greatly reduce the transmission of COVID-19, while regular hand washing and use of hand sanitizer affectively removes virus. Considering the critical nature of masks and hand sanitizers, HSEQ department has played a key role in ensuring availability of masks and hand sanitizers for refinery employees. Laboratory section has developed an Indigenous Hand Sanitizer based on guideline of world health organization.



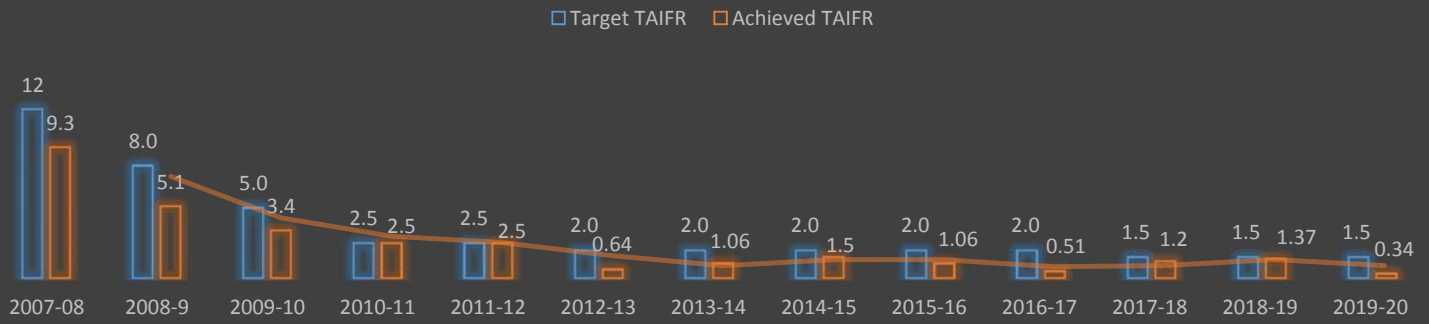
CATEGORY WISE INCIDENT ANALYSIS 2020

Total 67

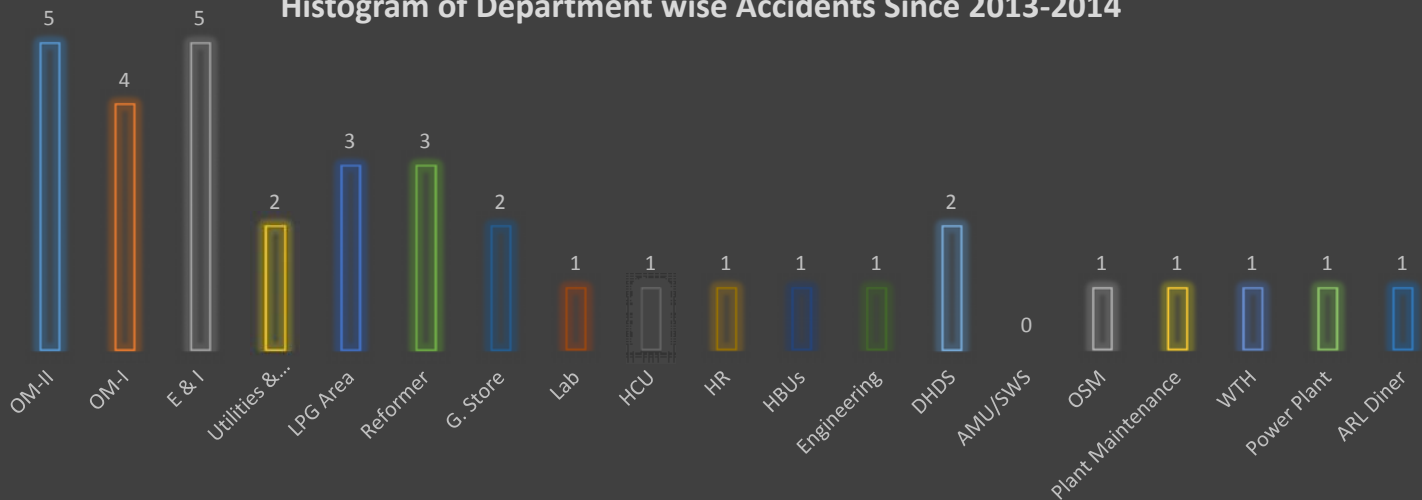




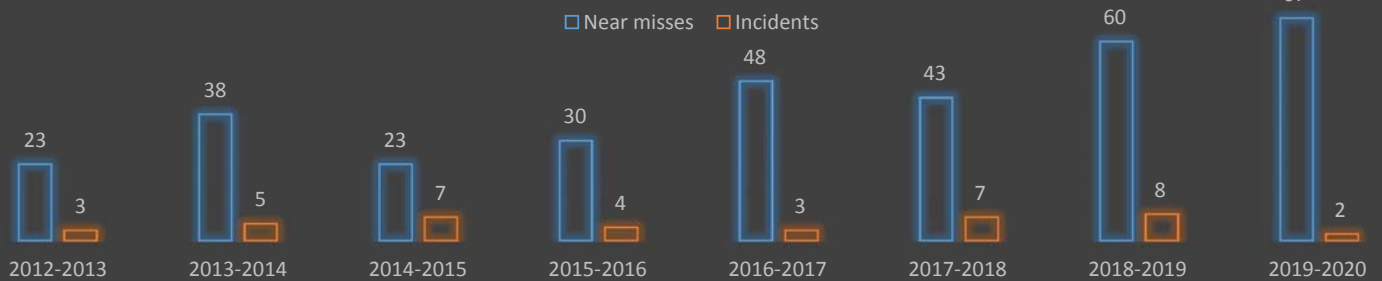
TOTAL ACCIDENT INCIDENT FREQUENCY RATE (TAIFR)



Histogram of Department wise Accidents Since 2013-2014



Incidents and Near Misses 2012-2020



5 Years Incident Analysis

