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INTEGRATED HSE MANAGEMENT SYSTEM (HSE-MS) MANUAL

HEALTH, SAFETY, ENVIRONMENTAL GOVERNANCE, HAZARD MITIGATION & RISK CONTROLS

ENTERPRISE HSE-MS MASTER DIRECTIVE: This Manual defines the primary governing structure, operational risk controls, hazard mitigation workflows, and compliance architecture for Health, Safety, and Environmental (HSE) management across all 6 core business divisions of EuniServ Limited (RC NO: 9729797). Formulated in accordance with ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015 frameworks, this document establishes mandatory controls to ensure Zero Fatalities, Zero Lost Time Injuries (LTI), Zero Major Environmental Incidents, and 100% Quality Conformance across all West African operations.

1. EXECUTIVE POLICY STATEMENT & MANAGEMENT COMMITMENT

1.1 Executive Directive

Executive Leadership at EuniServ Limited establishes that the protection of human life, preservation of environmental ecosystems, and continuous quality delivery are non-negotiable core values equal in priority to operational and financial success. As a *Specialized Energy, Industrial Procurement & Technical Supply Chain Partner*, EuniServ Limited mandates that no technical task, fleet dispatch, site installation, warehouse staging, or commercial transaction shall be executed unless it can be performed safely and in total compliance with established HSE controls.

1.2 HSE Objectives & Target Metrics

- Target Zero Fatalities & Zero LTI:** Maintain an unyielding target of Zero Workplace Fatalities, Zero Permanent Disabilities, and Zero Lost Time Injuries (LTI) across all operational sites and logistics corridors.
- Zero Major Environmental Spills:** Prevent any uncontained release of hydrocarbons, chemicals, battery acids, or hazardous liquids into soil, surface water, or groundwater systems.
- 100% Permit to Work (PTW) & JSA Adherence:** Enforce mandatory Job Safety Analysis (JSA) reviews, PTW issuance, and daily pre-task Toolbox Talks (TBT) prior to commencing high-risk tasks.
- Unconditional Stop-Work Authority (SWA):** Vest every employee, technician, driver, and sub-contractor with absolute, unconditional authority to halt any work activity immediately if unmitigated hazards or unsafe conditions are identified.

2. ENTERPRISE SCOPE & SERVICE-SPECIFIC HSE MATRIX

This HSE-MS Manual governs all physical yards, project staging facilities, transport fleets, installation sites, medical distribution pipelines, and retail hubs managed by EuniServ Limited across its 6 core business divisions:

EUNISERV CORE DIVISION	OPERATIONAL SCOPE & SUB-CATEGORIES	MANDATORY HSE RISK CONTROLS & ENGINEERING STANDARDS
1. Industrial Procurement & Energy Supplies	Technical vendor vetting, bulk procurement, factory-gate sourcing, pre-dispatch inspections, 100% BOQ matching, and MTC Type 3.1/3.2 verification. • <i>Mechanical Equipment & Fluid Handling</i> • <i>Electrical Infrastructure & Power</i> • <i>Instrumentation & Process Control</i> • <i>MRO, Site Operations & Safety Gear</i>	Hydrostatic valve test pressure shields, overhead crane lashing audits, secondary bunding for oil-coated MRO spares, certified safety-toe footwear, and ear protection in staging yards.
2. Solar Energy & Renewable Power Infrastructure	Engineering, installation, and maintenance of off-grid and hybrid renewable power systems designed for high uptime and durability. • <i>Turnkey Power Configurations</i> • <i>PV Solar Array Installation</i> • <i>Balance of Plant (BoP) & Appliances</i> • <i>Energy Auditing & Maintenance</i>	DC Lockout/Tagout (LOTO), 100% dual-lanyard fall arrest harnesses above 1.8m on roof installations, 1000V insulated tools, anti-static grounding mats, and LiFePO4 battery BMS thermal monitoring.
3. Fleet Management & Transport Logistics	Safe transport of workforce, commercial goods, heavy machinery, and project equipment across regional/national transit corridors under strict ISO 39001 controls. • <i>Corporate & Field Vehicle Hire</i> • <i>Haulage & Freight Operations</i> • <i>Dedicated Fleet Management</i>	21-point pre-trip vehicle audits, IVMS satellite speed caps (<80 km/h highway), mandatory 15-min rest breaks every 2 hours, 19:00–05:00 night curfew enforcement, and 200L mobile spill kits.
4. Modular Accommodation & Site Facilities	Rapidly deployable, climate-resilient container housing and prefabricated structures engineered for immediate field readiness. • <i>Site Offices & Living Units</i> • <i>Auxiliary Modular Structures</i> • <i>Turnkey Site Preparation</i>	Class A Hot Work permits for welding, N95/P100 HEPA respirators for 50mm Rockwool insulation handling, crane tagline controls, outrigger soil stability checks, and 500V Megger DB testing.
5. Medical Devices & Pharmaceutical Procurement	Distribution of certified medical equipment, diagnostic tools, and clinical consumables under strict WHO, NAFDAC, and ISO quality frameworks. • <i>Diagnostic & Clinical Equipment</i> • <i>Medical Consumables & PPE</i> • <i>ISO-Aligned Supply Handling</i>	CFC-free cold-chain temperature monitoring, bio-hazardous waste isolation, sterile packaging verification, tamper-evident seals, and WHO-aligned handling PPE.
6. Supermarket & Retail Operations	Management of bulk consumer merchandise, retail store inventory, and downstream supply channels to maintain secure supply chains. • <i>Bulk FMCG & Downstream Supply</i> • <i>Store Inventory & Merchandising</i>	Manual handling ergonomic limits, forklift pedestrian segregation in warehouses, retail fire suppression checks, spill cleanup kits, and automated FEFO stock management.

3. OPERATIONAL HSE GOVERNANCE STRUCTURE

EuniServ Limited assigns clear organizational accountability for Health, Safety, and Environmental performance across all enterprise operations:

3.1 Executive Leadership Accountability

- **Executive Director, Technical Operations & Logistics (Kalaiyo Soala Raymond):** Holds primary executive operational accountability for HSE-MS implementation, incident management escalation, technical safety sign-offs, Journey Management Plan approvals, and staging yard safety.

- **Executive Director, Strategy & Commercial Operations (Mkpah Eunice Maurice):** Holds executive accountability for HSE regulatory compliance, statutory permitting, insurance alignment, sub-contractor HSE pre-qualification, and client SLA safety governance.

3.2 Site & Operational HSE Roles

- **HSE / EHSQ Manager:** Leads daily HSE management system execution, conducts site risk assessments, manages incident investigations, verifies PTW compliance, and maintains regulatory registers.
- **Field Engineers & Yard Supervisors:** Conduct morning pre-task Toolbox Talks, enforce task-specific JSA controls, inspect PPE condition, manage quarantine zones, and ensure site housekeeping.
- **Freight Drivers & Technicians:** Perform daily pre-use equipment checks, execute work according to approved Safe Work Method Statements (SWMS), and exercise Stop-Work Authority whenever unsafe conditions arise.

4. HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL (HIRAC)

EuniServ Limited enforces a systematic 5-step HIRAC framework prior to commencing any operational activity across its business divisions:

HIRAC STEP	OPERATIONAL RISK ASSESSMENT ACTIVITY	MANDATORY DELIVERABLES & OUTPUT TOOLS
Step 1: Hazard Identification	Identify physical, chemical, electrical, mechanical, biological, ergonomic, and environmental hazards associated with proposed tasks.	Task Hazard Inventory, Site Physical Inspection Sheet.
Step 2: Risk Evaluation	Assess initial risk severity and probability using the EuniServ 5x5 Risk Assessment Matrix (Severity vs. Likelihood).	Baseline Risk Register Entry, Hazard Score (Low, Medium, High).
Step 3: Control Application	Apply the standard Hierarchy of Controls: (1) Elimination, (2) Substitution, (3) Engineering Controls, (4) Administrative Controls, (5) Certified PPE.	Task-Specific Job Safety Analysis (JSA / SWMS).
Step 4: Residual Risk Validation	Re-evaluate risk level post-control application to ensure residual risk is ALARP (As Low As Reasonably Practicable).	Approved JSA Sign-Off, Permit to Work (PTW) Approval.
Step 5: Daily Review & Briefing	Communicate identified hazards and mandatory controls to all field execution crew members prior to work commencement.	Pre-Task Toolbox Talk (TBT) Register (EUN-HSE-TBT-01).

5. HIGH-RISK WORK CONTROLS & PERMIT TO WORK (PTW) SYSTEM

Activities classified as Medium or High Risk require formal Permit to Work (PTW) issuance prior to execution:

- **Class A Hot Work Permit:** Required for welding, cutting, grinding, or open-flame operations in modular container fabrication yards or chemical staging areas. Requires continuous fire-watch and 9kg DCP fire extinguisher staging.
- **Cold Work & General PTW:** Mandatory for mechanical equipment testing, heavy valve hydrostatic testing, site preparation civil earthworks, and structural assembly.
- **Electrical Isolation / LOTO Permit:** Required for all electrical work involving high-voltage DC solar PV arrays, pure sine wave inverter connections, switchgear staging, and 500V Megger DB testing.
- **Working at Height Permit:** Mandatory for solar array rooftop installations or tower foundation works exceeding 1.8 meters height. Requires 100% tie-off using certified double-lanyard fall arrest harnesses.

6. EMERGENCY PREPAREDNESS & RESPONSE FRAMEWORK

EuniServ Limited maintains comprehensive Emergency Response Plans (ERP) tailored to operational scenarios:



- **Medical Emergency & Evacuation Protocol:** Dedicated first aid stations manned by certified first aiders at all staging facilities; formal SLAs established with tertiary hospitals in Port Harcourt for rapid emergency medical evacuation.
- **Fire & Explosion Response Plan:** Automated smoke detection, automatic FM200 fire suppression in server/electrical testing rooms, wall-mounted DCP/CO2 extinguishers every 15m in staging yards, and bi-annual site evacuation drills.
- **Chemical & Hydrocarbon Spill Contingency:** 200L hydrophobic spill response kits deployed at all chemical storage bays, solar staging zones, and freight transport vehicles. Spills >1 Barrel trigger immediate regulatory notification (NOSDRA/NUPRC) within 24 hours.

7. HSE AUDIT, INCIDENT INVESTIGATION & CONTINUOUS IMPROVEMENT

To ensure system effectiveness and continuous improvement, EuniServ enforces rigorous performance auditing:

- **Incident Investigation & Root Cause Analysis (RCA):** Every near-miss, property damage, or injury event must be reported within 1 hour and investigated within 24 hours using the 5-Why and Fishbone RCA methodologies to identify system root causes.
- **Monthly HSE Scorecard & Management Review:** Executive Directors conduct monthly HSE performance reviews tracking Leading Indicators (TBTs conducted, hazard hunts, SWA cards issued) and Lagging Indicators (TRIFR, LTIFR, spill count).
- **Annual Integrated ISO Audit:** Comprehensive annual audit of the HSE-MS framework to maintain complete certification alignment with ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015 standards.

KALAIYO SOALA RAYMOND
Executive Director, Technical Operations & Logistics
Date: August 16, 2026

MKRAH EUNICE MAURICE
Executive Director, Strategy & Commercial Operations
Date: August 16, 2026



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