



**PHED**

PORT HARCOURT ELECTRICITY DISTRIBUTION COMPANY

# HEALTH & SAFETY ENVIRONMENT (HSE) POLICY & STRATEGIC OBJECTIVES



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# STATUS PAGE

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# INTRODUCTION

Port Harcourt Electricity Distribution Company (PHED) recognises that Policy is the top-level driven force with which the management of organisation strategic objectives are derived as well as its commitment and performances thereof are measured. It is in this respect that PHED has set its Policy for Health, Safety and the Environment (HSE).

# GENERAL HEALTH AND SAFETY POLICY STATEMENT



PHED is committed to provide a healthful workplace for its staff and contractors. We seek to protect the health of our staff and contractors by these efforts:

- Provide a Health Program to protect the health of our employees and contractors
- Retain the services of reputable clinics for the use of our employees
- Provide annual medical check-up to ascertain the fitness of employees prior to placement to jobs
- Provide Personal Protective Equipment as required.
- Provide facilities for personal hygiene, taking of food and beverages as well as the disposal for such wastes.
- Provide health education and promotions for our employees and contractors
- PHED will also support and encourage employees to participate in health programs or education for the public.

It is the responsibility of the employees and contractors to comply with company health requirements utilize and maintain the health utilities and PPE provided, and implement appropriate personal hygiene practices.

PHED is committed to ensuring the safety of its employees and contractors, as well as protecting the integrity of its assets in its business operations and planning. We will continually improve in our Safety performance through the implementation of a safety management system that includes setting

realistic safety targets, regular reviews and training.

PHED shall strive towards achieving an incident-free workplace through the following practices and philosophy:

- Accountability and responsibility for safety performance flows from the directors through to the executives, managers, supervisors and workers/contractors.
- Each manager is responsible for Safety of his employees and contractors working for him
- Safety risks will be identified and efforts taken to eliminate or mitigate them before commencement of work
- Employees/contractors will be trained on Safety requirements for their job scope, and are expected to implement them.
- Employees/contractors are required to utilize and maintain all equipment provided for Safety protection.
- Employees/contractors are required to report safety hazards and incidents.

PHED adopts an incident prevention strategy by creating a safe behavior culture through training, rewards system and creating awareness in the workplace, and continuous identification, reporting and mitigation of potential incident causes.

A handwritten signature in blue ink, reading "Jon Abbas".

Chief Executive Officer  
Jon Abbas



## PHED SAFETY CULTURE, CORE VALUES AND BEHAVIOURS

At PHED we believe that our step toward achieving a good safety culture requires creating effective HSE programs, accountability, managerial decisions about the incentives and disincentives at all levels within the organization.

Our safety campaign for a sustainable safety culture is to close the gap between what we as an organization believe to be the safety culture of an organization and what it actually is on the ground.

PHED safety culture is our key to an incident free workplace; our culture is characterized by behaviours that focuses on the identification of hazards and ensure safety for everyone.

## THE KEY ELEMENTS TO PHED SAFETY CULTURE

Our safety culture key elements are well defined in the PHED HSE Management Systems i.e.

1. Compliance with approved PHED HSE Policies
2. Compliance with approved Safety Standard Operating Procedures
3. Hazard Identifications, reporting and incident investigations
4. Adequate HSE Communication through:
  - In-house Training
  - Toolbox Meetings
  - Public safety campaigns
  - Safety bulletins
  - Leadership commitment and safety site visits
  - Equipment inspections
5. Mandatory Legal and Regulatory Standard Compliance:
  - Nigerian Electricity Regulatory Code - NERC
  - Occupational Safety and Health Administration –OSHA
  - National Fire Protection Association – NFPA
6. participation in Behavioural Base Safety Programs
7. Compliance with Permit to Work requirements





## GOALS AND TARGETS

Our goal is to achieve zero accidents.

Everyone is encouraged to view all accidents as avoidable and is expected to co-operate with, and learn from every incident and accident investigation.

Every member of staff and contractor has a personal target to achieve a zero personal accident record for themselves and to assist others to achieve this goal.

Each business area within PHED will be given set annual targets for health and safety.

Health and safety performance will be measured with appropriate Key Performance Indicators, which will be available to all staff.

Health and safety will be an agenda item on all formal or regular team meetings.

## RISK ASSESSMENT

All Company activities are assessed for risk before they commence. Generic safety risk assessment forms the basis of Policy Documents in the health and safety series of PHED Business Directives.

Standard Techniques detail generic procedures for the control of the risks identified in policy.

Any person planning or organizing work for PHED is expected to conduct risk assessments at an early stage in the planning / organization process to ensure that, as far as is reasonably practicable, foreseeable risks are planned or designed out, or minimized, before the work commences.

In addition to these generic risk assessments, all staff conducts a site specific risk assessment before starting work. They take positive action to minimize any risk that may exist and are expected to actively communicate with any third parties involved in, or affected by, their work.



## ENVIRONMENTAL COMMITMENT

In PHED we conduct our business activities in such a way that our environmental footprint is minimised to as low as reasonably practicable. It is therefore our policy to:

1. Minimally comply, and where reasonably practicable, exceed all legal environmental requirements of local, national and our financial institutions.
2. Set environmental objectives and targets to continuously improve our environmental performance and periodically review these objectives and targets; and
3. Further strive to minimize the use of resources, emissions, and discharges of materials that contribute to environmental degradation by:
  - Public education on effective waste management
  - Providing effective training, supervision and monitoring our environmental programmes as well as creating awareness of policy to staff, contractors and customers
  - Strong positive response to global warming effects
  - Tree planting campaign at various areas of operation.

PHED is committed to ensuring a clean and healthy environment, especially in the course of carrying out our business activities.



Chief Executive Officer  
Jon Abbas



## ARRANGEMENT



The PHED Health Safety and Environmental Management System (HSE MS) shall conform to the requirements of OHSAS 18001:2007 and ISO 14001:2008. The concept of HSE MS, refers to application of structured “systemic elements” (which ensure consistency, uniformity, repeatability) and the drive for “continual improvement” to the management of HSE.

PHED HSE MS is a structured consistent, uniform and repeatable process for controlling, demonstrating and achieving HSE goals for continual improvement.

All PHED policy and procedures related to the management of health and safety shall be documented in a common, risk based format and shall be freely available to all staff and contractors.

These documents shall be subject to a process of review and continuous improvement based on the principles of risk assessment and control.

PHED health, safety and environment policies and procedures shall be consistent with each other and with PHED company culture. They will be developed and presented so that all requirements are

practical and appropriate for the business environment in which we operate.

Current health, safety and environment policy and procedures are described in a series of documents that identify hazards, detail high level and generic risk assessments. They also provide high level generic control measures designed to reduce any risk to an acceptable level.

Groups of Standard techniques relate to policy documents and provide detailed procedures that staff and contractors shall use to apply control measures identified in the related policy document.

The PHED Distribution Safety Rules are based on the National Model Distribution Safety Rules and form the basic procedures for all electrical operations on the PHED distribution system. All operational staff and contractors are issued with a personal copy.

From time to time, Safety Bulletins are issued in a distinctive format to communicate urgent messages to selected staff and contractors. These documents will generally be concise and focus on a single issue.



## ORGANISING FOR HEALTH, SAFETY & ENVIRONMENT

All staff are trained, assessed, managed and supervised to ensure that they are competent to carry out their normal duties. If staff or contractors have any doubts about the safety of any situation that arises, they are expected to STOP AND ASK for assistance.

All staffs are provided with appropriate Personal Protective Equipment PPE and are expected to inspect, maintain and use it correctly.

Suitable first aid, welfare and emergency procedures are in place.

Any plant and equipment of which failure would result in a hazardous situation shall be regularly inspected and maintained.

The safe use, handling, storage and transport of all tools, equipment, PPE and materials shall be assessed prior to purchase.

All equipment and materials shall be used, handled, stored and transported in a safe manner.

Contractors working for PHED are expected to achieve the same high standards of health and safety as PHED staff.

Chief Executive Officer  
Jon Abbas

# RESPONSIBILITY



## 1. The Chief Executive Officer:

He is the director with overall responsibility for health, safety and environment. His responsibilities are to:

- Ensures that this health, safety and environmental policies are translated into effective action at all levels in the company.
- Provides adequate financial and personnel resources to ensure that health, safety and environmental policies can be implemented in an effective and efficient manner.
- Personally promotes an interest in, and enthusiasm for, health, safety and environmental matters and sets high personal standards, as an example to others..

## 2. Senior Managers:

They are responsible for health, safety and environmental within their own business units and:

- Monitor the health, safety and environmental performance of their business unit and take steps to achieve a continual improvement in standards.
- Ensure that all staffs and contractors under their control are aware of their responsibilities with regard to health, safety and environmental issues.

- Ensure that adequate health, safety and environmental arrangements and policies are in place for their business unit.

- Personally promote an interest in, and enthusiasm for, health, safety and environmental matters and set high personal standards, as an example to others.

## 3. Department heads and Supervisors of working parties:

They are responsible for day to day issues associated with health, safety and environment and ensure that:

- All health, safety and environmental policies and instructions are implemented throughout the section or team that they control.
- Any reports of risks or hazards that have the potential to cause harm are acted upon in an appropriate, timely manner.
- Information is communicated adequately to all staff under their control.
- Accidents, near misses, operational incidents and dangerous occurrences are promptly reported and properly investigated in a timely manner.
- They personally promote an interest in, and enthusiasm for, health, safety and environmental matters and set high personal standards, as an example to others.





#### 4. All Staffs:

They are to act in a responsible manner and take reasonable care of themselves, their colleagues and anyone else who their activities may affect.

Everyone actively co-operates with the company, in particular by:

- Personally taking appropriate action to address any safety matters which come to their notice.
- Avoiding careless or at risk behaviour, especially horseplay that may endanger themselves or others.
- Adherence to company policy, safe working practices and other instructions at all times.
- Using all tools, materials and equipment safely in accordance with training and instructions.
- Inspecting, maintaining and using PPE when appropriate to do so.
- Carrying out a proper and sufficient risk assessment before starting a task and throughout the task so that the risks are controlled if or when circumstances change.

These risk assessments shall be recorded in writing in circumstances defined in PHED policy and where the individuals deem that it is of value to do so. Ø Making sure control measures are in place to minimize the risks to all affected persons

- Ensuring that details of the risk assessment and control measures is adequately communicated to all affected persons.
- Immediately reporting to line managers any risk, hazard or shortcoming that may affect their health and safety, or that of their colleagues or the public and taking personal ownership of the problem.
- Taking an active and personal interest in promoting health and safety at work.
- Personally promoting an interest in, and enthusiasm for, health and safety matters and setting a high personal standard, as an example to their colleagues.
- Ensuring that they do not start work unless they are competent and equipped to do so, and it is safe to do so.

Communicating proactively with all persons



who may be affected by the work to be undertaken and actively taking responsibility for their colleagues' safety.

#### **5. The Safety Team:**

The company has ten Integrated Business Centres and each business unit has an HSE officer. The Head safety team at the Corporate Headquarters coordinates the activities of the team and reports directly to the Chief Executive Officer (CEO).

The members of this team will:

- Provide information, advice, assistance and support on HSE matters to all staff in all PHED businesses.
- Provide professional advice on technical, legal and other HSE matters.
- Collect information and report on PHED's HSE performance, which includes information about the performance of PHED contractors.
- Liaise and maintain positive and professional relationship with employees of the Nigerian Electricity Regulatory Commission's HSE team and other bodies responsible for the enforcement and regulation of HSE matters.

The company employs professionals in the HSE field.

#### **6. Human Capital Management:**

The overall management of these services include:

- To provide a professional Occupational health adviser, who is available to provide medical advice, assistance, treatment and health monitoring as required by the business managers.
- Provide an occupational Health Surveillance Programme which is aimed to provide employees with early diagnosis of potential work-related ill health and to provide the company with an objective mechanism for monitoring the effectiveness of health protection measures.
- A Managed Back Care Programme, which is available to all staff, with the agreement of their manager, to provide proactive and reactive physiotherapy and advice on muscular – skeletal related issues.
- A confidential employee health assistance scheme, which is available to all staff and their families, to provide advice and assistance about a range of issues including stress, legal, financial and personal matters.



## MONITORING AND COMPLIANCE WITH HSE POLICY

### CONSULTATION

PHED managers do have informal consultation forum with employees on matters relating to HSE. This proactive measure is our company part of everyday problem solving between managers, staff and their Safety Representatives.

Integrated Business Centers (IBC) set up Local safety meetings to deal with local and specific issues with host communities, while formal discussions with staff and contractors take place through the structure of monthly joint HSE meetings.

The constitution, agenda and the minutes of these meetings are communicated to all staff.

PHED employed Safety Representatives are granted time and resources to carry out their functions in an effective manner within the area of their official assignment.

PHED puts in place requirements and guidance to all employees on the approved procedures for monitoring and auditing HSE related matters. Line management is responsible for ensuring that they and their staff comply with these requirements.

The company constantly reviews safety performance, operational incidents and sickness absence records. An appropriate standard of external audit of company HSE management systems is adopted and maintained. At PHED we report, investigate and share lessons learned from every operational accidents.

Directors and management regularly review the effectiveness of HSE arrangements at company and local level through a proactive monitoring process.





## FURTHER INFORMATION

Further information on any aspect of PHED HSE policy and procedures are available on PHED web page [www.phed.com.ng](http://www.phed.com.ng) and by contacting the PHED HSE customer care help line at Moscow road on 084303450, 084303451 or 084303452 or email: [customer care@phed.com.ng](mailto:customer care@phed.com.ng),





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