

# NATIONAL REFINERY LIMITED



## HSE NEWS LETTER

April — 2017

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## Permit to Work System at NRL Korangi & K.T

Permit is regarded as a written agreement between the person authorizing the work and the person receiving the permit to work. During working days in the morning several naked flame hot work permits were audited before issuance of various jobs at different locations inside Refinery by Sr. Engineer, Engineer and HSE / Fire Protection Officers along with respective area custodians. Following Permit to Work (PTW) were issued in the Month of **April 2017** at Korangi & K.T.

KORANGI REFINERY		KEAMARI TERMINAL	
PERMITS	TOTAL QUANTITY (NOs.)	PERMITS	TOTAL QUANTITY (NOs.)
Hot Work Permit	496	Hot Work Permit	02
Confined Space Entry Permit	09	Confined Space Entry Permit	—
Excavation / Civil Work	03	Excavation / Civil Work	—
Radiography Permit	—	Radiography Permit	—
Crane Operation	30	Crane Operation	—
Cold Work Permit	—	Cold Work Permit	—
Scaffolding Permit	03	Scaffolding Permit	—

Question or concerns regarding this news letter may be directed to:

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## Safe Man-Hours

NRL Safety Board is updated by second week of every month. Safety Board shows the number of Safe Man-hours worked by NRL MPT and Non MPT Staff. By the Grace of Al Mighty Allah and joint efforts by all of us, we have achieved **26.340408** millions safe man-hours with out Lost Time Injury as on **April 30<sup>th</sup>, 2017**. Let us all give top priority towards safety, as there is no job, which cannot be done in a safer way.



## Fire Drill at NRL Korangi & KT

Live Fire / Dry drill is carried out every Thursday at 1000 hrs. sharp at NRL Korangi Refinery & Dry Drill is carried out every Wednesday at 1530 hrs. sharp at NRL Keamari Terminal. This drill helps in checking the fitness of fire fighting equipment & imparting training to Auxiliary Staffs as describe in Procedure to gain experience for combating / catering of live fire fighting. HSE department observes the response time during fire drill. Following are the status of Drills practices which were carried out in the month of **April 2017**.

S. No	Date	Team Leader	Nos. of Participant Attended	Nos. of Absentees	Type of Drill	Response Time (min & sec)
<b>Korangi Refinery</b>						
01.	06-04-2017	Mr. Muhammad Riaz	13	—	Dry	—
02.	13-04-2017	Mr. Shahid Mehmood	12	01	Dry	—
03.	20-04-2017	Mr. Bilal Mohammad Khan / Shafique Babar	13	—	Dry	—
04.	27-04-2017	Mr. Khalid Hussain	12	01	Dry	—
<b>Keamari Terminal (K.T)</b>						
01.	05-04-2017	Mr. Shafiq Ansari	07	—	Dry	—
02.	12-04-2017	Mr. Furqan Ahmed	07	—	Dry	—
03.	19-04-2017	Mr. Muhammad Zaman	07	—	Dry	—
04.	26-04-2017	Mr. Muhammad Zaman	07	—	Dry	—

## Hose Handling Drill Korangi

Hose handling drill is carried out every Tuesday at 1000 hrs. sharp at Fire station NRL Korangi Refinery. This drill helps in handling of fire fighting equipment to Auxiliary Staffs from Productions, Security, Quality Control and Oil movement departments to handle / cater emergency situation. Following are the status of Hose Handling Drills practices which were carried out in the month of **April 2017**.

S. No	Date	Team Leader	Nos. of Participant Attended	Nos. of Absentees
01.	04-04-2017	Mr. Arif Bhatti	13	—
02.	11-04-2017	Mr. Azam Baig	13	—
03.	18-04-2017	Mr. Khalid Hussain / Mr. Shakir Ali	13	—
04.	25-04-2017	Mr. Khan Muhammad	10	03



## INCIDENT / ILL HEALTH AND LOSS TIME INJURY

Near miss	A near miss describes incident where no property was damaged and no personal Injury sustained, but when given a slight shift in time or position, damage and / or injury easily could have occurred.
Incident	An incident is an unplanned, undesired event that adversely affects completion of a task.
Accident	An accident is an undesired event that results in personal injury, property damage and equipment damage.
Loss Time injury (LTI)	If any NRL employee on duty had on the job accident, which render the employee medically unfit to resume of his duty next 24 hours is considered to be lost time injury (LTI).

## MONTHWISE STATUS OF INCIDENT & LOSS TIME INJURIES

Sr. No.	MONTH	INCIDENTS	LOSS TIME INJURIES
01.	January 2017	0	Nil
02.	February 2017	0	Nil
03.	March 2017	01	Nil
04.	April	00	Nil
<b>Total</b>		<b>01</b>	<b>Nil</b>

## Illumination Monitoring Report Korangi

HSE department monitor the Illumination intensity at various Rooms, corridor & Control rooms which include Admin Block, Operation Block, all three Refineries, Canteen, Fire station, Security, Shipping office, Oil movement office, Quality Control, Workshop Hall, Ware house office and Dispensary office for the month of **April 2017** on **26<sup>th</sup> April 2017**. The results was reported to all stake holders.

## Noise Survey Report Korangi

HSE department recorded the noise level reading at various location i.e., Lube-I, Lube-II, Fuel Refinery, Utilities, Oil Movement, R.O, Power Generation, Workshop, Warehouse, Quality control, Fire Protection, Shipping and Security department for the month of **April 2017** on **26<sup>th</sup> April 2017**. Boiler # 7 was not in operation. The results of noise level reading was reported to all stakeholders.

## H<sub>2</sub>S & VOCs Monitoring Korangi

HSE department monitors the Hydrogen Sulphide (H<sub>2</sub>S) & Volatile Organic Compounds (VOCs) which are being toxic in nature to the human beings and pollution to the environment. The results of H<sub>2</sub>S & VOCs recorded at more than **80 different locations in Refinery** for the month of **April 2017** on **26<sup>th</sup> April 2017**. Boiler VII was not in operation. The results was reported to all stake holders.

# Safety Article : Office Safety

## 1. Storage

A common problem found in offices is lack of space. But a lack of space should not be used as an excuse to improperly store boxes, paper and other articles.

### 1.1 Storage of Office Materials

- ◆ Keep all storage of combustible materials (cardboard, paper) to an absolute minimum as they can pose both a fire and trip hazard.
- ◆ Never store combustibles near electrical outlets.
- ◆ Place heavier objects on lower shelves.
- ◆ Ensure all shelves are sturdy and will be able to handle the load.
- ◆ Never block hallways, doors, and stairs with stored office materials.
- ◆ There should always be clear access to electrical panels, fire extinguishers and fire call points.

## 2. Scheduled Cleaning

- ⇒ It is a good idea to schedule a few days a year to go through all your paper files and purge un-needed documents.
- ⇒ Remove unnecessary objects/ supplies/ books from shelving units.
- ⇒ Assess if you need more shelving space and order/ install what is needed to eliminate floor storage.
- ⇒ Take the time to clean and sanitize your workstation as needed.
- ⇒ Keyboards and telephones, in particular, should be cleaned and sanitized.

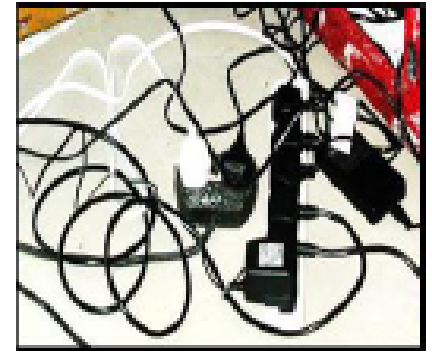
## 3. Common Office Injuries

Slips, Trips and Falls are the most common hazards exist in office and cause injuries. The details of these hazards are following.

- Slipping on wet / slick floors (Clean up any spills immediately).
- Tripping over electrical cords / wires, open cabinet doors (Secure cords / drawers).
- Damaged flooring (Report any loose tiles, frayed / torn carpeting etc. to immediate supervisor).
- Objects stored on the floor (Utilize shelf / desk space wherever possible).
- Using a chair/ box for a stepladder (Always use a stepladder).
- Bumping into doors, open drawers etc.
- Bumping into other people while walking.
- Struck by suddenly opened doors or falling objects Overexertion and Strains due to picking up a load incorrectly and repetitive stress injuries resulting from your workstation.

## 4. Most Important Office Safety Tips

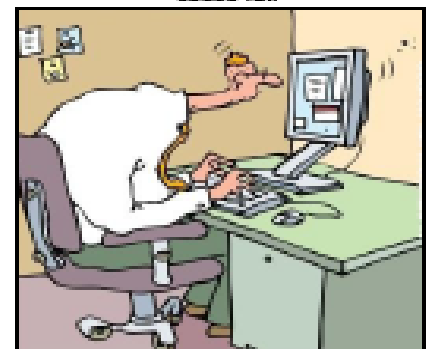
- ◆ You must understand all evacuation routes from your office.
- ◆ You must remember the areas where all the safety equipment such as Fire Extinguishers, First Aid Kits, etc. are located.



Notify your Supervisor if there is any trip hazard around your working station



Open Cabinet Drawers is a tripping hazard which can cause fall



If you experience discomfort at your work station, it means you need to adjust the position of work station and chair.



Must remember the location of safety equipment