

Document TE-HSE-01  
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Subject Health, Safety and Environment manual

# Health, Safety & Environment manual

The complete HSE management system of Telic Engineering B.V.

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## 1. PURPOSE, SCOPE AND COMPANY

This manual describes how Telic Engineering B.V. plans, carries out, checks and improves its health, safety and environmental performance. It applies to all work under the Telic name: by the director, by engineers from our network and by subcontractors, at client sites onshore and offshore, in client workshops and offices, and during travel to and from site.

Telic Engineering B.V. (Amsterdam, Chamber of Commerce 99743175) supplies controls, instrumentation and commissioning engineers for gas turbines, steam turbines, compressors and generator packages in the oil, gas, power and chemical industries. The company has no employees on payroll; work is carried out by the director and, where a scope needs more people, by engineers from our network under a written agreement. Telic has no workshop, plant or site of its own: all field work takes place on client premises and under the client's safety management system.

This manual is the umbrella document. The following documents form part of it and are available on request and at [telic-engineering.nl](http://telic-engineering.nl): TE-POL-01 EHS policy, TE-POL-02 Quality policy, TE-POL-03 Code of conduct, TE-POL-04 Workplace violence and harassment policy, TE-PRC-01 Hazard identification and risk assessment, TE-PRC-02 Contractor and subcontractor pre-qualification, TE-PRC-03 Emergency response plan, TE-INS-01 Insurance summary.

## 2. EHS POLICY

Our target is zero incidents. We meet the EHS requirements of the client, the site operator and the country we work in; where these differ, the strictest applies. We work only under the client's permit-to-work system, risk assessments, isolations and toolbox talks. Every engineer has stop-work authority and uses it without needing approval first. Only engineers with valid certificates for the site are mobilised. Incidents, near misses and unsafe conditions are reported immediately. The full policy is TE-POL-01.

### 3. ORGANISATION AND RESPONSIBILITIES

| Role                        | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director (Remco Petersen)   | Owns this manual and the HSE system. Provides the resources for it: training, certificates, PPE, insurance and time for site inductions. Reviews hazards per assignment, checks certificates before every mobilisation, selects and pre-qualifies subcontractors, reviews every incident and near miss, keeps the records in section 18 and reviews this manual yearly. Supervisor responsible for HSE at Telic worksites. |
| Engineers working for Telic | Follow this manual, the client's site rules and permits. Keep training and certificates current. Attend inductions, pre-job briefings and toolbox talks. Stop unsafe work. Report incidents, near misses and hazards to the site supervisor immediately and to the director the same day.                                                                                                                                  |
| Client / site operator      | Provides the site safety management system: permit-to-work, isolations, site risk assessments, emergency organisation and site supervision. Telic works within it.                                                                                                                                                                                                                                                         |

### 4. LEGAL AND CLIENT REQUIREMENTS

Telic complies with the health and safety law of the Netherlands (Arbeidsomstandighedenwet) and of every country it works in, including offshore regulations such as the UK Health and Safety at Work Act and offshore installation regulations, and the Norwegian PSA regulations. Client HSE requirements are identified at the request stage, written into the assignment agreement or PO, and checked again at the site induction. Where client and legal requirements differ, the strictest applies.

### 5. HAZARD IDENTIFICATION AND RISK ASSESSMENT

Hazards are identified and controlled in six steps (procedure TE-PRC-01): review of scope and site hazards before mobilisation; site induction; review and acknowledgement of the site risk assessment or JSA, or preparation of a JSA with the site supervisor where none exists; a last-minute risk assessment before each task; reporting of new hazards and stopping work while controls are updated; and close-out with lessons learned. Risk is ranked likelihood x consequence on a 5x5 matrix; high risks are not started. The hierarchy of controls applies: eliminate, isolate, engineer, procedure, PPE.

### 6. SAFE WORK PRACTICES

Turbine controls and instrumentation work involves live process plant, rotating equipment, fuel systems, high-energy electrical systems and, offshore, the marine and aviation environment. The following rules apply on every assignment, in addition to the client's site procedures:

- **Permit-to-work.** No work without a valid permit. Work stays within the scope, area and time of the permit.
- **Isolation.** Turbine, fuel, hydraulic and electrical systems are isolated and locked out under the site isolation procedure before intrusive work. Isolations are verified before work starts and not removed without authority.
- **Live-system testing.** Loop checks, valve and actuator stroking, start-ups and trip tests on a live control system are only carried out with the control room informed, the area controlled and authorisation in the permit. Control logic, settings and tunables are not changed without the client's written approval and a record of the change.
- **Electrical work.** Only on de-energised circuits unless live work is specifically authorised; voltage verified before touching. Calibrated test equipment rated for the circuit.
- **Rotating equipment and enclosures.** No entry into turbine enclosures with the unit running unless the site procedure allows it; enclosure entry follows the site's fire-suppression and gas-detection inhibit procedure.
- **Work at height, confined spaces, hot work, lifting, H2S and hazardous areas.** Only under the specific site permit and with the training the site requires. Tools and equipment in hazardous areas are certified for the zone.
- **Housekeeping.** Tools, cables and test equipment are kept tidy, secured offshore against dropped objects, and removed at the end of each shift.

### 7. PERSONAL PROTECTIVE EQUIPMENT

Engineers bring and maintain their own basic PPE: safety footwear, coverall (flame-retardant where required), hard hat, safety glasses, gloves and hearing protection. Task- or site-specific PPE (H2S monitor, arc-flash PPE, harness, survival suit) is used as specified by the permit and the client. PPE is inspected before use and replaced when damaged.

## 8. TRAINING AND COMPETENCE

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Every engineer mobilised by Telic holds valid certificates for the site: offshore survival (OPITO BOSIET or FOET), MIST, offshore medical, VCA-VOL or local equivalent, and OEM or client training where required. The director holds VCA-VOL (Safety for Operational Supervisors), valid to November 2030. Competence on the equipment in scope is documented in a CV and competence file per engineer. On-the-job training is provided through the client's site induction, task briefings and, for new engineers, working alongside an experienced Telic engineer. Certificates and training records are kept per engineer and checked against expiry dates before every mobilisation.

## 9. FITNESS FOR WORK

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- **Drugs and alcohol.** Zero tolerance. Nobody works under the influence of alcohol, drugs or medication that impairs judgement. Client drug and alcohol policies and testing apply and are accepted.
- **Fatigue and working hours.** Site limits on shift length and rotation are followed. Travel days are planned so that engineers do not start a shift or drive after a long journey without rest.
- **Medical fitness.** Offshore medicals are kept valid. Engineers report any condition that affects their fitness for the task before mobilisation.

## 10. TRAVEL AND OFFSHORE TRANSFER

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Travel is planned and booked before mobilisation; itinerary, hotel and local contacts are shared with the director. Client journey management and security arrangements are followed, and for higher-risk countries the travel advice of the Dutch government is checked. Helicopter and vessel transfers follow the transport operator's instructions and safety briefings, with the required survival training and PPE.

## 11. INCIDENT REPORTING AND INVESTIGATION

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Every incident, injury, first-aid case, near miss, unsafe condition and environmental release is reported to the site supervisor immediately and to the director the same day. The client's incident reporting and investigation process is followed and Telic takes part in it. The director records each event in the Telic incident register with date, site, description, immediate actions, root cause and corrective actions, and closes it out once the actions are complete. The director is trained in accident investigation (VCA-VOL) and leads the Telic side of any investigation. Lessons learned are shared with the engineers in the network and used in the next assignment brief.

## 12. INSPECTIONS AND AUDITS

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Tools, test equipment and PPE are inspected before use; test equipment is calibrated. Engineers carry out a personal worksite check before starting work and take part in client safety walks and audits. Findings that concern Telic's work are recorded in the daily report, with the corrective action and its close-out. The director reviews the HSE system yearly against this manual (section 19).

## 13. MEETINGS AND COMMUNICATION

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Engineers attend the site induction, the daily toolbox talk or pre-job meeting and any client safety meetings; attendance is recorded on the client's forms and noted in the Telic daily report. A short daily report goes to the client's project lead and the director, including HSE observations. HSE topics from assignments and incidents are discussed between the director and the engineers before each mobilisation.

## 14. SUBCONTRACTOR MANAGEMENT

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Subcontracted engineers are pre-qualified before first use and re-checked before every mobilisation (procedure TE-PRC-02): competence, certificates, legal and insurance status, EHS record, and a written agreement that makes this manual, TE-POL-01, TE-POL-03 and the client's site rules binding. Their performance is reviewed after each assignment.

## 15. EMERGENCY RESPONSE

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On site the client's emergency organisation leads. Telic engineers know alarms, muster points and escape routes from the site induction, attend drills, muster on alarm and follow the emergency team. Actions for injury, fire or gas release, incidents during live-system tests and travel or security incidents, and the reporting chain to the director and next of kin, are set out in TE-PRC-03.

## 16. WORKPLACE VIOLENCE AND HARASSMENT

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Violence, threats, harassment, bullying and discrimination are not tolerated, by or against anyone working under the Telic name. Reports go to the site supervisor or client HR and to the director the same day, are handled confidentially, and there is no retaliation for reporting in good faith. See TE-POL-04.

## 17. ENVIRONMENT

Engineers follow the site's environmental rules: pollution prevention, segregation and disposal of waste, and handling of oils, fuels and chemicals. Spills and releases are reported as incidents. Travel is combined where possible and documentation is kept digital.

## 18. RECORDS

| Record                                               | Where kept · retention                                                        |
|------------------------------------------------------|-------------------------------------------------------------------------------|
| Certificates, medicals and training per engineer     | Competence file per engineer · 5 years after last assignment                  |
| Site inductions, toolbox talks and meetings          | Client forms; noted in the Telic daily report in the project folder · 5 years |
| Risk assessments, JSAs and permits                   | Client systems; copies or references in the project folder · 5 years          |
| Incidents, first aid, near misses and investigations | Telic incident register and project folder · 10 years                         |
| Inspections, findings and corrective actions         | Daily and close-out reports in the project folder · 5 years                   |
| Subcontractor pre-qualification and agreements       | Engineer file · 5 years after last assignment                                 |
| Annual HSE review                                    | HSE folder · 10 years                                                         |

## 19. REVIEW AND CONTINUOUS IMPROVEMENT

The director reviews this manual and the related policies and procedures at least once a year and after any incident, taking into account incidents and near misses, client feedback, audit findings, changes in law and client requirements, and lessons learned from assignments. Changes are made through a new revision of the document concerned.

Signed on behalf of Telic Engineering B.V. (digitally signed)

**Remco Petersen**, Director · 1 October 2026

Digitally signed by Remco Petersen  
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