




**DOCUMENT CONTROL INFORMATION**

System:	<b>SAFETY MANAGEMENT SYSTEM</b>		
Document Title:	HSE Manual		
Document Status:	Approved		
<b>Current Document Revision Details</b>			
0	10/19/2015	Initial Release.	
Rev	Date	Description	
		<b>APPROVED</b> <i>By John Fowler at 7:55 am, Oct 22, 2015</i>	<b>APPROVED</b> <i>By bsanders at 10:51 am, Oct 23, 2015</i>
		<b>APPROVED</b> <i>By Kyle Krahenbuhl at 8:38 am, Oct 26, 2015</i>	<b>APPROVED</b> <i>By Kyle Krahenbuhl at 8:38 am, Oct 26, 2015</i>
	JPF	BJS	KDK
	Originator	Checker	Approver
		KDK	Authorizer

**DOCUMENT NUMBER**


VB-SMS2015-420-9001

	System:	<b>SAFETY MANAGEMENT SYSTEM</b>			
	Document Title	HSE Manual			
	Revision:	0	Status	Approved	Page 2 of 12

VB-SMS2015-420-9001

## Table of Contents

<b>1</b>	<b>PURPOSE</b> .....	<b>3</b>
<b>2</b>	<b>SCOPE</b> .....	<b>3</b>
<b>3</b>	<b>DEFINITIONS</b> .....	<b>3</b>
<b>4</b>	<b>SAFETY MANAGEMENT SYSTEM</b> .....	<b>4</b>
4.1	General Requirements.....	4
4.2	Versabar HSE Policy ( <i>VB-SMS2015-420-9002</i> ).....	4
4.3	Planning .....	5
4.3.1	Hazard Identification.....	5
4.3.2	Risk Assessment .....	5
4.3.3	Mitigation Controls.....	6
4.3.4	Legal and Other Requirements .....	6
4.3.5	Objectives and Programs .....	6
4.4	Implementation and Operation.....	6
4.4.1	Resources, Roles, Responsibility, Accountability and Authority .....	6
4.4.2	Management Representative .....	6
4.4.3	Competence, Training and Awareness ( <i>VB-SMS2015-720-9005</i> ).....	7
4.4.4	Communication, Participation and Consultation ( <i>VB-SMS2015-423-9021</i> ).....	7
4.4.5	Documentation .....	7
4.4.6	Control of Documents ( <i>VB-QMS9001-423-9003</i> ) .....	8
4.4.7	Operational Control.....	8
4.4.8	Emergency Preparedness and Response ( <i>VB-SMS2015-447-9025</i> ).....	8
4.5	Checking .....	8
4.5.1	Performance Measurement and Monitoring ( <i>VB-SMS2015-420-9051</i> ).....	8
4.5.2	Evaluation of Compliance.....	9
4.5.3	Incident Investigation, Nonconformity, Corrective Action and Preventive Action.....	9
4.5.4	Control of Records ( <i>VB-QMS9001-424-9010</i> ) .....	9
4.5.5	Internal Audit ( <i>VB-SMS2015-455-9018</i> ) .....	9
4.6	Management Review ( <i>VB-QMS9001-560-9011</i> ).....	9
<b>5</b>	<b>DOCUMENT REVISION HISTORY</b> .....	<b>9</b>
	APPENDIX A – MASTER LIST OF SMS DOCUMENTS .....	10

	System:	<b>SAFETY MANAGEMENT SYSTEM</b>			
	Document Title	HSE Manual			
	Revision:	0	Status	Approved	Page 3 of 12

VB-SMS2015-420-9001

## 1 PURPOSE

The Versabar Safety Management System (SMS) is intended to:

- Provide guidance for employees and contractors to ensure a safe, healthful and environmentally sound workplace.
- Provide best practices based upon Local, State and Federal regulatory requirements as well as Versabar specific directions, industry standards and lessons learned from previous experience.
- Be administered as a set of guidelines that give management and supervisors the direction to convert policies into practical, site specific procedures.

### DISCLAIMER

The SMS may not be all encompassing. When a situation arises that is not addressed within this document, a formal review shall take place before action may occur. Responsibility for sound health, safety and environmental operations lies with each and every employee and contractor. Prudent judgment and appropriate review of procedures and situations is universally required.

## 2 SCOPE

The scope of the Versabar SMS serves to describe the types of behaviors, attitudes and beliefs that are core to Versabar's directives. The following statement shall represent the Versabar SMS scope.

*Versabar is driven to be the industry leader in Health, Safety and Environmental (HSE) performance. We are committed to growing a proactive safety culture that promotes conducting business in a manner that assures the health and safety of our employees and those affected by our activities, as well as progressive protection of the environment around us. In achieving these objectives we will be guided by the following core beliefs:*


1. *All accidents, occupational illnesses and environmental incidents are preventable.*
2. *Compliance with applicable laws and governing regulations is a requirement.*
3. *Safe work and environmental protection are conditions of employment.*
4. *A thriving safety culture is vital for business success.*

The Versabar SMS is compliant to OHSAS 18001:2007.

## 3 DEFINITIONS

The following table defines standard terms that are used throughout the Versabar SMS documents. For other terms and definitions, refer to BS OHSAS 18001:2007.

Term	Definition
Accountable	Uniquely responsible to the Versabar Management for the completion of a work activity or project by the Versabar Organization.
Approve	To perform design Verification.
Audit	A systematic, independent and documented observation process for obtaining objective evidence that proves compliance with a specified standard and/or audit scope.

	System:	<b>SAFETY MANAGEMENT SYSTEM</b>			
	Document Title	HSE Manual			
	Revision:	0	Status	Approved	Page 4 of 12

VB-SMS2015-420-9001

Term	Definition
Authorize	Given that the deliverable has been approved, confirm that the deliverable may be used for the next step in the work flow.
QMS	Quality Management System
SMS	Health, Safety and Environment Management System

## 4 SAFETY MANAGEMENT SYSTEM

### 4.1 General Requirements

Versabar is an organization that delivers custom engineered solutions to our clients. Meeting and exceeding client requirements and expectations is a fundamental business objective of Versabar.

The SMS will deliver the following:

- Identification of key HSE risks and their mitigations
- Documented policies and procedures to conduct work while mitigating identified risks
- Empowerment of employees to make decisions that keep in mind the wellbeing of the environment, fellow employees and self.
- Compliance with applicable laws and regulations governing occupational health, safety and environment.

Every employee has a responsibility to implement and sustain the SMS in all aspects of their work by following the requirements of the Safety Manual, HSE Policy, SMS procedures and other SMS documentation. Safety is a condition of employment at Versabar.

### 4.2 Versabar HSE Policy (VB-SMS2015-420-9002)

The Versabar HSE Policy has been established, defined, authorized and endorsed by Executive Management. In addition, Executive Management has ensured that within the defined scope of the Versabar SMS, it:

- Is appropriate to the nature and scale of the defined risks
- Includes a commitment to prevention of injury and ill health and continual improvement of SMS management and performance
- Provides the framework for setting and reviewing the HSE objectives
- Is documented, implemented and maintained
- Is communicated to all persons working under the control of Versabar with the intent those persons are made aware of their individual HSE obligations
- Is reviewed periodically to ensure that it remains relevant and appropriate to the organization

### 4.3 Planning

#### 4.3.1 Hazard Identification

Versabar will establish, implement and maintain a procedure for the ongoing hazard identification, risk assessment and mitigation controls. This procedure will incorporate at a minimum, the following:

- Routine and non-routine activities
- Activities of all persons having access to the workplace
- The human factor
- Hazards originating outside the workplace capable of adversely affecting people within the workplace
- Infrastructure, equipment and materials
- Changes or proposed changes
- Applicable legal obligations
- Design of the work areas, processes, installations, machinery/equipment, operating procedures and work organization

#### 4.3.2 Risk Assessment




Identified risks are assessed after identification. This assessment shall:


- Be defined with respect to its scope, nature and timing to ensure that it is proactive.
- Provide for the identification, prioritization and documentation of risks and the application of controls, as appropriate.

The below Risk Matrix is the Versabar standard risk assessment tool.

Risk Matrix		Frequency				
		No record of occurrence	Has occurred in the industry	Has occurred at Versabar or at least annually in the industry	Has occurred at work location or multiple times this year at Versabar	Multiple occurrences this year at the work location
		1	2	3	4	5
Severity	1 No injury or health effects No asset damage No environmental effects No reputation impact					
	2 First Aid Injury Asset damage or loss <\$50k Slight environmental impact Slight reputation damage					
	3 Recordable Injury Asset damage or loss <\$500k Minor environmental effect Minor reputation damage					
	4 Fatality Asset damage or loss <\$10MM Moderate environmental effect					
	5 Multiple Fatalities Asset damage or loss >\$10MM Major Environmental effect Major reputation damage					

 Accepted Risk	 Mitigation Required	 Tolerated Requires Executive Mgmt & Client Review
---	---	---

	System:	<b>SAFETY MANAGEMENT SYSTEM</b>			
	Document Title	HSE Manual			
	Revision:	0	Status	Approved	Page 6 of 12

VB-SMS2015-420-9001

### 4.3.3 Mitigation Controls

Consideration for determining controls or changes to existing controls shall be given to reducing the risk according to the following hierarchy:

1. Elimination
2. Substitution
3. Engineering Controls
4. Signage/Warnings and/or Administrative Controls
5. Personal Protective Equipment

Versabar will ensure that HSE risks and determined controls are taken into account when establishing, implementing and maintaining the SMS.

### 4.3.4 Legal and Other Requirements

Versabar will maintain a written procedure for identifying and accessing the legal and other HSE requirements that are applicable to the SMS. This procedure will outline the requirements that shall be taken into account with respect to the SMS, the controls necessary to ensure these specifications remain up to date as well as measures to ensure the required information is communicated to all employees, contractors and subcontractors.

### 4.3.5 Objectives and Programs

In realizing the requirements of the SMS, Versabar has created several objectives and programs that are intended to ensure compliance to these requirements. These objectives will be reviewed quarterly by Executive Management during the Management Review meeting.

Programs will be reviewed at least annually during internal audits to ensure they remain efficient and relevant.

## 4.4 Implementation and Operation


### 4.4.1 Resources, Roles, Responsibility, Accountability and Authority

Ultimate authority, responsibility and accountability for the SMS resides with the Executive Management team. This team will ensure the following:

- The availability of resources essential to establish, implement, maintain and improve the SMS
- Defining roles, allocating responsibilities and accountabilities, and delegating authorities needed to facilitate the SMS
- Appointment of a management representative with specific responsibility for the SMS, irrespective of other duties and responsibilities

### 4.4.2 Management Representative

The management representative responsible for the SMS is Kyle Krahenbuhl, QHSE Director.

	System:	SAFETY MANAGEMENT SYSTEM			
	Document Title	HSE Manual			
	Revision:	0	Status	Approved	Page 7 of 12

VB-SMS2015-420-9001
---------------------

The requirements of the management representative are:

- Ensure that the SMS is established, implemented and maintained in accordance with BS OHSAS 18001:2007
- Ensure that reports on the performance of the SMS are presented to Executive Management for review as a basis for continually improving the SMS

#### **4.4.3 Competence, Training and Awareness (VB-SMS2015-720-9005)**

Versabar will ensure that any person under its control performing tasks that can impact HSE is competent on the basis of appropriate education, training and/or experience. Records of competence will be retained.

#### **4.4.4 Communication, Participation and Consultation (VB-SMS2015-423-9021)**

##### **4.4.4.1 Communication**

Versabar will establish, implement and maintain a communication procedure for the following with respect to HSE hazards and the SMS:

- Internal communication among the various levels and functions of Versabar
- Communication with contractors and other visitors to the workplace
- Receiving, documenting and responding to relevant communications from external interested parties.

##### **4.4.4.2 Participation and Consultation**

Versabar will establish, implement and maintain a procedure for


1. The participation of workers by their:
  - a. Appropriate involvement in hazard identification, risk assessments and determination of controls
  - b. Appropriate involvement in incident investigations
  - c. Involvement in the development and review of HSE policies and objectives
2. The consultation with contractors where there are changes that affect their SMS.

Where appropriate, Versabar will consult with relevant external interested parties about pertinent HSE matters.

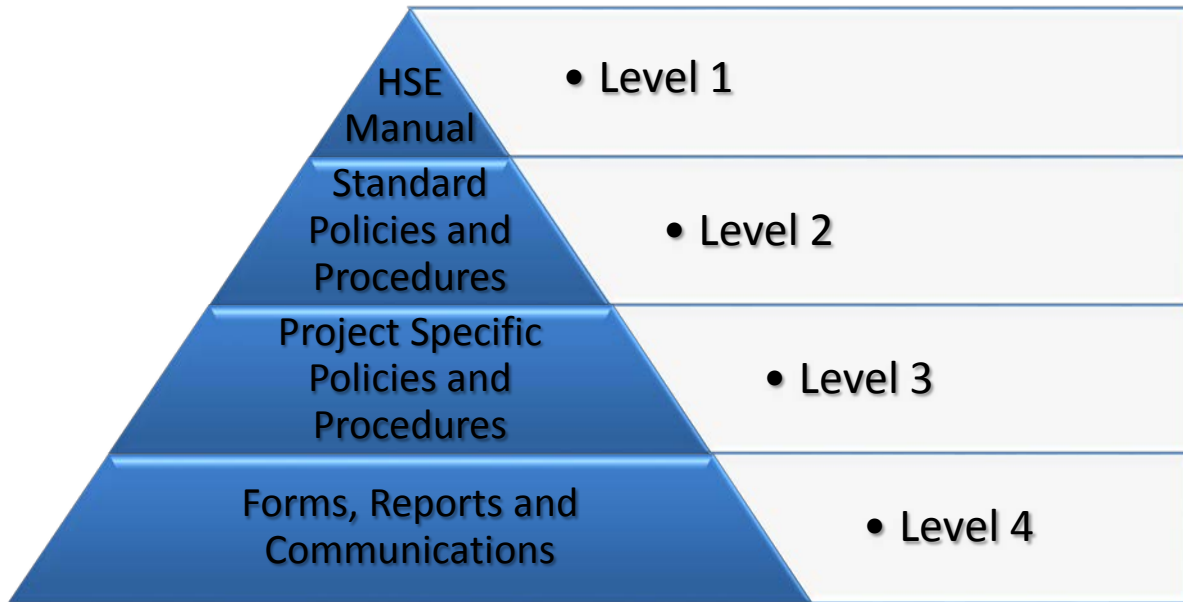
#### **4.4.5 Documentation**

The documented Versabar SMS consists of an HSE Manual, standard policies, procedures, programs and guidelines that address how work activities are to be performed and controlled, and records generated to provide evidence of conformity to the SMS, as well as a HSE Policy and Objectives.

The below hierarchy shows the rank of each type of document within the SMS.

	System:	SAFETY MANAGEMENT SYSTEM			
	Document Title	HSE Manual			
	Revision:	0	Status	Approved	Page 8 of 12

VB-SMS2015-420-9001
---------------------



#### 4.4.6 Control of Documents *(VB-QMS9001-423-9003)*

Control of documents will differentiate between the various types of documents that are used by the SMS and the requirements for the control of each.

#### 4.4.7 Operational Control

Versabar has examined its daily operations and identified several areas needing operational control. These areas have been documented in specific procedures to help the employees and contractors associated with the work properly mitigate the identified risks.

These procedures are denoted by a document number of *VB-SMS2015-446-XXXX*.

#### 4.4.8 Emergency Preparedness and Response *(VB-SMS2015-447-9025)*


Versabar will remain vigilant to ensure preparedness for emergencies that can have an impact to its employees, contractors, worksites and/or equipment. In remaining vigilant, it will be necessary to periodically test the emergency plans for effectiveness.

### 4.5 Checking

#### 4.5.1 Performance Measurement and Monitoring *(VB-SMS2015-420-9051)*

The performance metrics for evaluation of the SMS performance have been identified in *SMS Monitoring, Measurement and Analysis Table* (VB-SMS2015-420-9051). These metrics are reviewed at quarterly management review meetings.



	System:	SAFETY MANAGEMENT SYSTEM				
	Document Title	HSE Manual				
	Revision:	0	Status	Approved	Page 9 of 12	

VB-SMS2015-420-9001
---------------------

#### 4.5.2 Evaluation of Compliance

During internal audits of the SMS and other needed reviews, compliance of the Versabar SMS to relevant legal requirements. Reviews of these requirements shall be documented.

#### 4.5.3 Incident Investigation, Nonconformity, Corrective Action and Preventive Action

##### 4.5.3.1 Incident Investigation (VB-SMS2015-453-9026)

When there is a breakdown of the Safety Management System (SMS), there is potential for QHSE incidents. Each of these incidents must be controlled as much as possible. Incidents shall be reported, investigated and analyzed in order to reach a root cause of the incident. These root causes shall be addressed in an effort to eliminate the possibility of the incident reoccurring.

##### 4.5.3.2 Nonconformity, Corrective Action and Preventive Action

Nonconformity controls shall be reported, reviewed, and action upon in accordance with *Nonconformance Control* (VB-QMS9001-830-9029).

Corrective and Preventive Actions shall be reported, reviewed and actioned upon in accordance with *Corrective and Preventive Action Procedure* (VB-QMS9001-830-9035).

#### 4.5.4 Control of Records (VB-QMS9001-424-9010)

Control of records will differentiate between the various types of records generated by the SMS and the requirements for the control of each record.

#### 4.5.5 Internal Audit (VB-SMS2015-455-9018)


Versabar will internally audit the system, processes, procedures, and personnel that function to realize the SMS. These audits are scheduled so that the entire SMS will be audited at least annually.

#### 4.6 Management Review (VB-QMS9001-560-9011)

Executive management shall review the Versabar SMS to ensure the continued suitability, adequacy, and effectiveness of the Versabar SMS. These reviews will occur quarterly.

### 5 DOCUMENT REVISION HISTORY


Rev	Date	Description	Orig	Chk	Apr	Auth
-	-		-	-	-	-

	System:	<b>SAFETY MANAGEMENT SYSTEM</b>			
	Document Title	HSE Manual			
	Revision:	0	Status	Approved	Page 10 of 12

VB-SMS2015-420-9001


## APPENDIX A – MASTER LIST OF SMS DOCUMENTS

Document Number	Document Title	Level
<b>Section A – HSE General</b>		
VB-SMS2015-420-9001	HSE Manual	1
VB-SMS2015-420-9002	HSE Policy	1
VB-SMS2015-420-9051	SMS Monitoring, Measurement and Analysis Table (Metrics)	1
<b>Section B – Prevention</b>		
VB-SMS2015-431-9003	Hazard Assessment	2
VB-SMS2015-433-9052	Plans, Programs and Procedures	2
VB-SMS2015-455-9018	Internal Audits	2
VB-SMS2015-720-9005	Employee Competence Assurance Training Program	2
VB-SMS2015-443-9021	Communications	2
VB-SMS2015-446-9016	Short Service Employees	2
VB-SMS2015-820-9008	Management of Change	2
VB-SMS2015-431-9006	Job Safety Analysis	2
VB-SMS2015-447-9023	Visitor Safety Program	2
VB-SMS2015-443-9029	Contractor and Subcontractor Management	2
VB-SMS2015-446-9015	Fit For Duty	2
VB-SMS2015-447-9046	Heat Stress Prevention Program	2
<b>Section C – Incident Management</b>		
VB-SMS2015-453-9019	Incident Management	2
VB-SMS2015-453-9020	Incident Investigation	2
VB-SMS2015-453-9021	Incident Reporting	2
<b>Section D – Plans &amp; Programs</b>		
VB-SMS2015-443-9020	Behavior Based Safety	2
VB-SMS2015-443-9022	Stop Work Authority	2
VB-SMS2015-447-9024	Confined Space Awareness Program	2
VB-SMS2015-447-9025	Emergency Action Plans	2
VB-SMS2015-433-9030	Environmental Programs	2
VB-SMS2015-433-9037	HAZCOM	2

	System:	<b>SAFETY MANAGEMENT SYSTEM</b>			
	Document Title	HSE Manual			
	Revision:	0	Status	Approved	Page 11 of 12

VB-SMS2015-420-9001

Document Number	Document Title	Level
VB-SMS2015-446-9019	Noise Awareness Program	2
VB-SMS2015-433-9036	Hot Work Program	2
VB-SMS2015-433-9031	Medical Programs	2
VB-SMS2015-431-9027	Personal Protective Equipment	2
VB-SMS2015-433-9035	Respirator Protection Program	2
VB-SMS2015-446-9012	Fall Protection Program	2
VB-SMS2015-446-9028	Drug and Alcohol Program	2
VB-SMS2015-433-9032	Malaria Control Program	2
VB-SMS2015-433-9033	Lockout Tagout Program	2
VB-SMS2015-433-9034	Ladders Program	2
VB-SMS2015-433-9038	Hazardous Materials Program	2
VB-SMS2015-433-9039	HAZWOPER	2
VB-SMS2015-433-9040	Process Safety Management	2
<b>Section E – Standard Operating Procedures</b>		
VB-SMS2015-446-9041	SOP – Electrical Equipment	2
VB-SMS2015-446-9042	SOP – Vehicle Operations	2
VB-SMS2015-446-9043	SOP – Compressed Gas Handling	2
VB-SMS2015-446-9044	SOP – Hand Tools	2
VB-SMS2015-446-9045	SOP – Large Power Tools and Machines	2
VB-SMS2015-446-9047	Material Handling Operations	2
VB-SMS2015-446-9048	SOP – Painting and Blasting Operations	2
VB-SMS2015-446-9049	SOP – Vertical Test Machine Operations	2
VB-SMS2015-446-9050	General Office Safety	2
<b>Section F – Forms</b>		
VB-SMS2015-431-9004	Hazard Assessment Report Form	4
VB-SMS2015-431-9007	Job Safety Analysis Standard Form	4
VB-SMS2015-820-9009	Management of Change Form	4
VB-SMS2015-720-9010	Training Sign In Form	4
VB-SMS2015-720-9011	Meeting Sign In Form	4
VB-SMS2015-446-9013	Fall Protection Checklist	4

	System:	<b>SAFETY MANAGEMENT SYSTEM</b>			
	Document Title	HSE Manual			
	Revision:	0	Status	Approved	Page 12 of 12

VB-SMS2015-420-9001

Document Number	Document Title	Level
VB-SMS2015-443-9014	Rescue Plan Form	4
VB-SMS2015-446-9071	SSE Mentor Acknowledgement Form	4
VB-SMS2015-451-9500	Offshore and Offsite QHSE Performance Checklist	4
VB-SMS2015-446-9501	Hot Work Permit	4
VB-SMS2015-447-9502	Emergency Action Drill	4
VB-SMS2015-446-9503	Respiratory Inspection Checklist	4
VB-SMS2015-431-9504	Hazardous Material and Product List	4
VB-SMS2015-446-9505	Weekly Vehicle Inspection Form	4
VB-SMS2015-446-9506	Crane Operator Daily Inspection Form	4
VB-SMS2015-443-9507	Annual Improvement Plan Form	4
VB-SMS2015-431-9508	Hepatitis "B" Vaccine Declination Form	4
VB-SMS2015-431-9509	Malaria Compliance Form	4
VB-SMS2015-446-9510	Overhead Crane Annual Inspection Form	4
VB-SMS2015-446-9511	Crane Annual Inspection Form	4
VB-SMS2015-446-9512	Crane Operator Weekly Inspection Form	4
VB-SMS2015-431-9513	Critical Lift Planning Worksheet	4
VB-SMS2015-431-9514	Permit to Access Vertical Test Machine	4
VB-SMS2015-431-9515	Toolroom Fall Inspection Checklist	4