

UNIFIED RAMADAN HSE CAMPAIGN

Vol. 01 - APRIL 30th, 2020

رمضان كريم
RAMADAN KAREEM





A Message From His Excellency Eng. Tarek El-Molla Minister of Petroleum & Mineral Resources

“ I would like to extend my wishes and hope that Ramadan will bring prosperity and success to all the oil and gas sector employees. I urge you to adhere to the safety procedures during this month, especially during this critical time we are passing through in light of COVID -19 pandemic.

Our sector will continue to promote and ensure the application of safety behavior among all employees as they are the key factor for all our successes and their safety is our number one priority. Safety is one of our sector's key core values that is crucial throughout all our activities as well as it being one of the pillars for the sustainable development strategy according to Egypt 2030 vision.

”



Eng. Tarek El-Molla

Minister of Petroleum & Mineral Resources



“ On behalf of the EOG-HSE Subcommittee I want to personally thank everyone who worked on the unified Ramadan Campaign and the hard work that went into this useful document. The most important part of our job is coming home safe to our families and that we provide a safe environment for our work. For our large workforce that celebrate Ramadan, I want to stress the importance of understanding the effect of fasting on your sleep patterns, hydration, and overall ability to perform your daily task. This unified Ramadan campaign package serves as a guideline to help understand and overcome potential risks and achieve the goal for ZERO incidents during the Ramadan Holy Month. ”

~ Ramadan Kareem ~



Colby Fuser

EOG-HSE Subcommittee
Chairman and Halliburton Vice
President, Egypt and Libya



Thomas Maher

President & COO - Apex Energy
Chairman - EOG Technical
Committee

“ The Egypt Oil & Gas Technical Committee, through the hard work of our HSE Subcommittee, is delighted to sponsor the Unified Ramadan Safety Campaign along with our partner EGPC. The five-phase awareness campaign, spanning from just before the start of Ramadan thru the Eid El-Fitr celebration, addresses the health and safety risks common in the oil and gas sector during this period. Dedicated HSE professionals associated with the Egypt Oil and Gas Technical Committee collaborated with EGPC during the past two months to offer practical measures to mitigate those risks during the Holy Month of Ramadan. The Unified Ramadan Safety Campaign deliverables provided by the HSE subcommittee and EGPC will add great value to all companies working in the oil and gas sector to meet their HSE KPI's ”

Thank you

EOG HSE Subcommittee team for your efforts and best cooperation in preparing the Unified Ramadan Campaign.

GAMAL FATHY – EGPC HSE – CEO Assistant
TAREK ADLY – Petrojet HSE Manager
GAETANO ANTINOLFI – ENI – Agiba Deputy HSE General Manager
HATEM BASHANDY – Halliburton HSEQ Manager
AHMED ABDELHAKAM – Apache HSE Manager
ZAKAREYA EL GAYYAR – Shell HSE Advisor
ALEX CARY – Schlumberger HSE Manager
AHMED MERDAN – Halliburton HSEQ Technical Professional

EMAD MORSY – EMC Assigned HSE General Manager
MAHMOUD ABEL LATIF – Rashpetco HSE Team Lead
MOHAMED ABDEL GHAFAR – EGPC – HSE General Manager
MOHAMED ABDEL MOHSEN – Rady Trans. Technical Director
TAHAR GADO – APEX HSE Manager
AMIR TAREK – Baker Hughes HSE Specialist
KHALID ISMAIL – EGPC Environmental Assistant General Manager

We would also like to thank The Communication Team – Ministry Of Petroleum & Mineral Resources for their efforts and cooperation in preparing this Campaign

UNIFIED RAMADAN SAFETY CAMPAIGN 2020

INTRODUCTION:

Every year, Muslims around the world look forward to the start of the holy month of Ramadan with all its glory and beauty, they hang decorations and bright crescents expressing their happiness and their passion to become closer to God in this month.

The holy month of Ramadan is considered a special month among Muslims characterized with mercy, forgiveness and serenity and known to be a great opportunity to achieve inner peace. In addition, fasting provides amazing health benefits proven by scientists to reduce the level of fat in the body and to lower cholesterol in the blood. Therefore reducing the risk of heart attacks and other diseases. Fasting also aids in detoxing the body from harmful toxins that can be found in accumulated fats. As changes in people's digestive system occur, people are also more likely to continue this healthy life style even after the holy month of Ramadan is over.

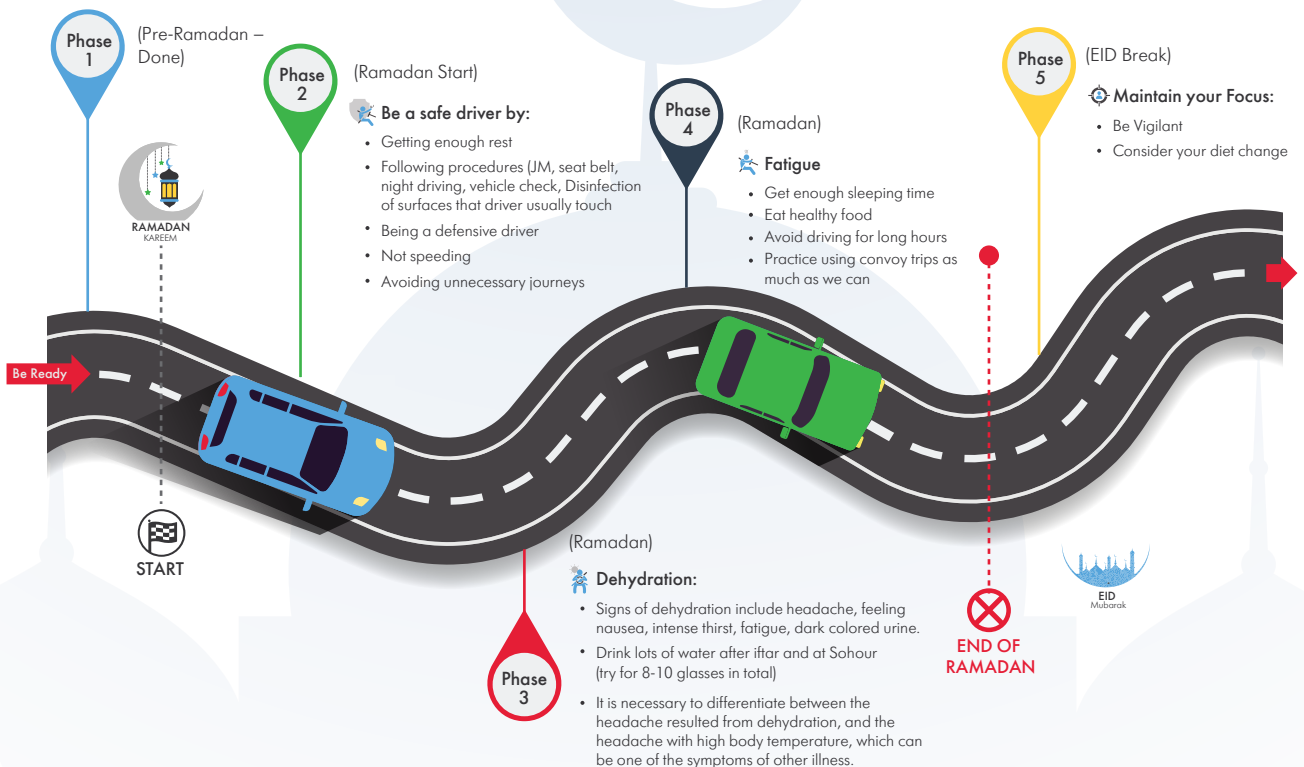
With the beginning of fasting, many of us could feel some fatigue during the day, especially as the day goes on. Working in the Petroleum Industry is one of the most difficult work environments that requires employees to exert physical and mental effort. We have worked on a plan to ensure the safety of workers during the blessed month. The objective of this document is to illustrate different challenges faced during the month of Ramadan into a phased communication and awareness campaign across the petroleum companies in Egypt. It explains crucial risk minimization actions and precautions to be taken to keep our employees and their families safe during the holy month of Ramadan and Eid break.

THE MOST IMPORTANT SAFETY TIPS THAT ARE RECOMMENDED TO BE FOLLOWED DURING THE HOLY MONTH OF RAMADAN:

- Driving safely
- Avoid (Body Fatigue & Heat Stress)

In Ramadan this year (1441 AH), we are all facing another severe challenge is the Corona pandemic, which requires from all of us to follow health instructions and help stop the spread of the new Corona virus (Covid-19).

RAMADAN ROAD MAP



Dates		Points to focus on	
Pre-Ramadan	Phase 1 (Pre-Ramadan -Done)	Follow Ministry of Health instructions and assistance in stopping the spread of the coronavirus (COVID-19)	Introduction to Ramadan and increasing awareness <ul style="list-style-type: none">• Why we need extra vigilance in Ramadan?• Incidents happened during previous years• How do you prepare your body for fasting?• Driving Time Guidance during Ramadan 2020• Job Preparation / Crew Changes during the first 3 days
24-Apr (1 st Ramadan)	Phase 2 (Ramadan)		This is the first week of Ramadan and the focus is on driving <ul style="list-style-type: none">• Driving safety tips• Sleeping hours needed to your body• Plan your journey correctly
25-Apr			
26-Apr			
27-Apr			
28-Apr			
29-Apr			
30-Apr			
1-May	Phase 3 (Ramadan)		After focusing on driving, start introducing healthy eating and living habits: <ul style="list-style-type: none">• How to choose your Healthy Food?• How to avoid dehydration?• Defensive Driving during Ramadan
2-May			
3-May			
4-May			
5-May			
6-May			
7-May			
8-May			
9-May			
10-May			
11-May			
12-May			
13-May			
14-May			
15-May			
16-May			
17-May			
18-May			
19-May	Phase 4 (Ramadan)		Reminder for driving rules: <ul style="list-style-type: none">• Be a Safe Driver! & Signs of Fatigue while driving.• Crew Change Management and Campaign Awareness
20-May			
21-May			
22-May			
23-May			
24-May	Phase 5 (7 days during "EID")		Towards end of Ramadan, the weather is getting warmer, it is possible to be exposed to heat stress and fatigue: <ul style="list-style-type: none">• Heat Stress & Tips to help avoid Heat Stress• Fatigue Management & Sleeping time during the last week• Guide to staying healthy in the last week of Ramadan.
25-May			
26-May			
27-May			
28-May			
29-May			
30-May			
		Quick reminders and planning for EID: <ul style="list-style-type: none">• Job Preparation / Crew Changes during the Eid vacation• Journey Management during Eid and you can control your trips	
		Post Ramadan: <ul style="list-style-type: none">• Safety Tips on Eid break and challenges with this time• How to stay focus during Eid break	

PHASE 1: (PRE-RAMADAN)

Phase 1 Prior to Ramadan. During this phase, we need to be prepared for the long fasting hours (16 hours) in Ramadan days, and to be extra vigilance.

Be extra vigilance by understanding some incident during the holy month of Ramadan in the past years to avoid all the causes that led to these tragic incidents:

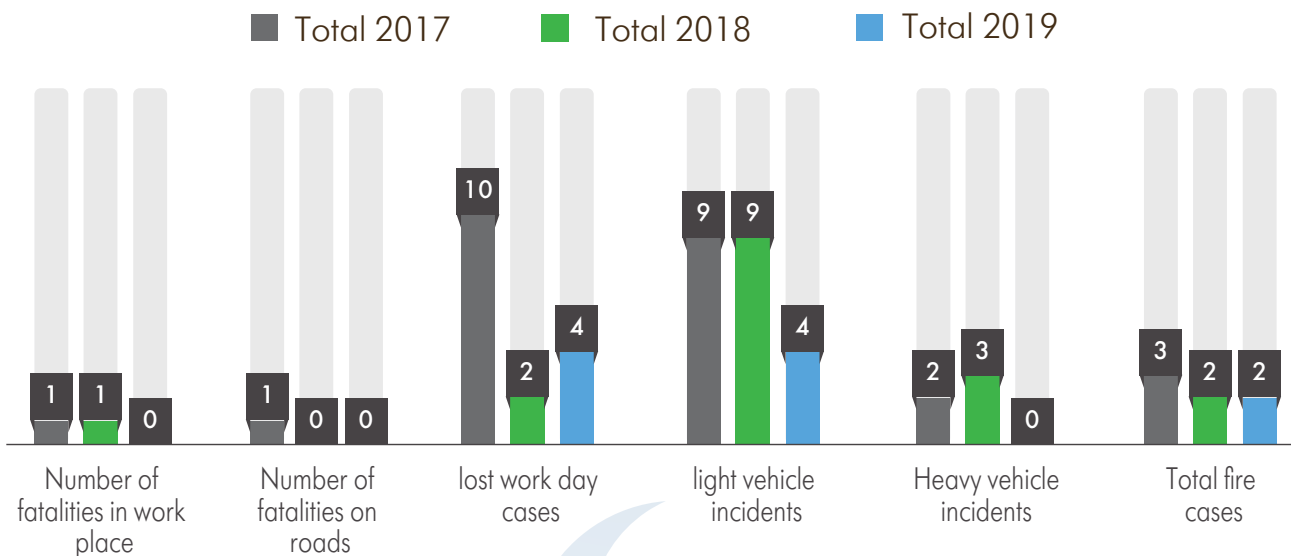


Chart (1) shows Incidents statistics during Ramadan (Total)

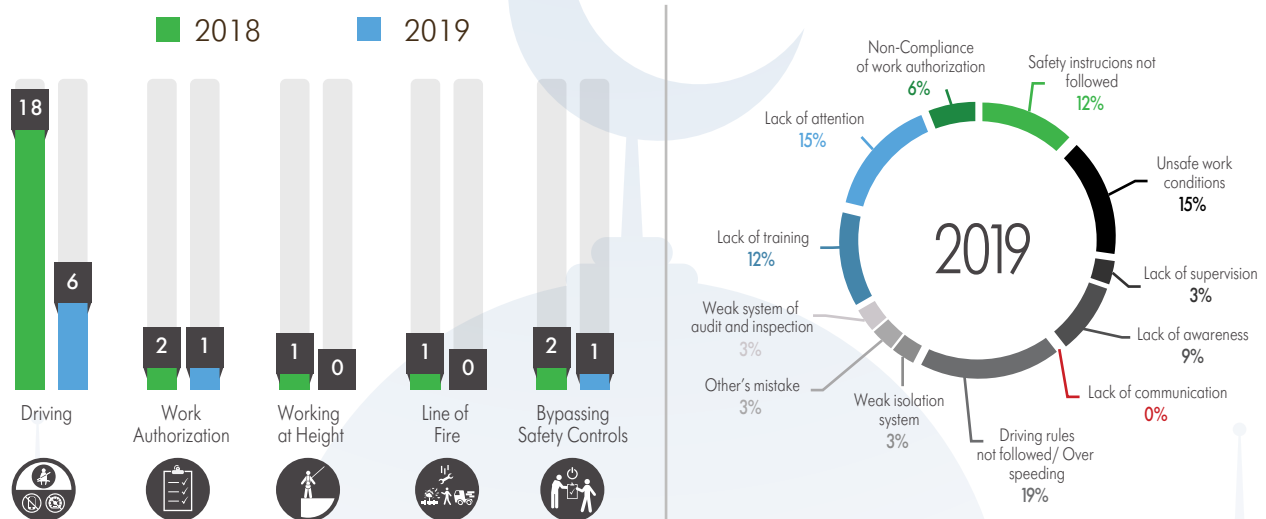


Chart (2) shows causes of incidents during (2018 & 2019)

WHY WE NEED EXTRA VIGILANCE IN RAMADAN?

The holy month of Ramadan also requires extra focus and concentration due to the tiredness and risk of dehydration people are exposed to during fasting hours. This is especially important during the first week of Ramadan as our bodies are still adapting to the changes of fasting.

WARNING SIGNS OF FATIGUE MAY INCLUDE:

- Loss of concentration
- Drowsiness
- Frequent blinking
- Heavy eyelids
- Sore or tired eyes
- Blurred vision
- Daydreaming/disconnected or wandering thoughts
- Frequent yawning
- Trouble keeping your head up
- Slow reactions
- Aggression / Aggressive behaviour

HERE BELOW THE TABLE WITH THE RECOMMENDED DRIVING TIME GUIDANCE DURING RAMADAN 2020

Day Hours		Ramadan Day Cycle	Recommended Driving Period Assessment
0:00	3:00	Sleep	No Driving Except with Night Driving Permit & adherence to curfew timing
3:00	4:00	Sohour & Pray	No Driving
4:00	6:00	Sleep	No Driving
6:00	7:00	Sleep	Very High Driving Risk
7:00	11:00	Working Hours	Recommended Driving
11:00	13:00	Working Hours	Recommended Driving
13:00	16:00	Working Hours	Recommended Driving
16:00	18:00	Working Hours	Very High Driving Risk and need assessment for the (Driver, Vehicle & Road)
18:00	18:30	Fatigue Hours	No Driving
18:30	20:00	Iftar & Pray	No Driving
20:00	22:00	Praying & Relaxing Time	No Driving Except with Night Driving Permit and adherence to curfew timing
22:00	0:00	Sleep	

Table (1) Recommended Driving Time Guidance during Ramadan 2020

JOB PREPARATION / CREW CHANGES DURING THE FIRST 3 DAYS SAFETY TIPS:

A. Transfer to the field

- Ensure the use of collective transportation (bus, etc.)
- Ensure the drivers are properly trained and refreshed about the additional risks due to Ramadan
- Ensure the JMP is properly followed and additional rest time along the route shall be included
- Once at the field the driver shall rest at least for one full day before driving again

B. Once at the field

- Employees should familiarize themselves with the precautions to be taken in conjunction with the holy days of Ramadan before starting any activity.

PHASE 2: (DAY 1ST – 7TH OF RAMADAN)

Starting the first week of Ramadan 24th April, 2020, is more challenging as fasting hours can be as long as 16 hours a day. With interrupted sleeping hours, the holy month of Ramadan lifestyle can result in dehydration and low blood sugar, which in turn affects our attentiveness, concentration, vision and reaction. The biggest safety challenges during Ramadan's first 7 days are driving safely and irregular sleep patterns, which can cause fatigue, exhaustion, impatience and distraction.

SIGNS OF DROWSY DRIVING

- Constant yawning
- Tired, sore, heavy eyes, eyes out of focus
- Drowsiness, Daydreaming
- Drifting from your lane
- Not remembering the last few miles driven
- Missing road signs
- Variations in driving speed (Acceleration / Deceleration)
- Jerking vehicle into your lane

IF YOU HAVE THESE SYMPTOMS WHILE DRIVING

- Stop: In safe location and call your supervisor
- Revive/refresh: Have a 15-20 minute nap
- Survive: Continue driving only until you reach a place where you can have a proper sleep at an approved rest area.

GET ENOUGH SLEEP TIME:

Lack of sleep is one of the main contributors to fatigue during the holy month of Ramadan because people stay up late and do not get enough sleep. **Target 7-9 hours sleep every night** to be at optimum performance for endurance daily tasks, especially, which required additional focus like driving.



YG. ADULT
18-25 years



ADULT
26-64 years



7-9 hours

Chart (3) shows sleep requirements for different age groups

TRIP PLANNING:

- Organize trips and crew changes to minimize driving particularly in the first three days of Ramadan
- Reduce driving hours for drivers as not to exceed 8 hours driving and 6 hours if (driving+ working).
- All trips must be at destination 2 hours before Iftar.
- Avoid driving for long hours, follow speed limits and road signs (15-20 mins rest every 2 Hours).
- Practice using convoy trips as much as you can.
- Ensure that in-vehicle A/C is working properly.
- Night trips need proper risk assessment and essential approval before starting the trip
- Rest stops to be confirmed with journey approver and registered in Journey Management System.
- Always emphasize cleanliness and disinfection of surfaces that drivers have come into contact with, and follow public health guidelines and instructions.

RAMADAN DRIVING TIPS



DO

- 1 Allocate sufficient designated rest areas.
- 2 Look for changes in body language and behavior, approach him nicely and give advice accordingly.
- 3 Have team members (drivers) look out for each other. Specially when moving as a convoy
- 4 Consider the changes to your operational schedule: start day earlier and finish job earlier.
- 5 Plan High risk activities (driving) morning to avoid fatigue related effects.
- 6 Provide sufficient vegetables, fruits & water



DON'T

- 1 Drive in direct sunlight where possible
- 2 Drive when you are fatigued
- 3 Let passengers to sleep during the trip
- 4 Change in your journey plan without proper communication and approval
- 5 Let passengers to unfasten their seat belts.

PHASE 3: (DAY 8TH – 25TH OF RAMADAN)

Phase 3 starts from 1st of May until 18th May. Our aim is to improve driver's health habits in order to reduce symptoms of fatigue as the month wears on. It also details how to manage shift/crew changes when you're bringing a driver on shift in the middle of Ramadan who may have missed the original Ramadan awareness phases 1 and 2.

HEALTH & SAFETY TIPS DURING RAMADAN

Appropriate nutrition and healthy foods that help strengthen the immune system, water intake, physical activity and rest are important parts of maintaining a healthy lifestyle during Ramadan. Follow some simple steps to avoid succumbing to dehydration, low blood-sugar levels and fatigue this Holy Month.

CHRONIC ILLNESS (E.G., DIABETES, BLOOD PRESSURE)

If you are taking any medications, make sure to ask your doctor / health care provider if you can safely skip them or whether they can be taken without food and fluids. If you feel unwell during fasting, rest, consider sipping some juice, and consult your doctor if your symptoms do not improve. Answer questions related to Ramadan fasting and diabetes, such as:

- Is fasting during Ramadan associated with a significant risk to your health?
- Do you have complications associated with diabetes, such as poor vision or heart or kidney disease, the risk of aggravating these is very high

HYDRATION & WATER INTAKE

All drivers need to have good daily intake of water. Water is the best drink during Ramadan, a fully hydrated body has better resilience to heat stress and fatigue. Dehydration occurs when the water level in the body falls below normal, which disrupts electrolyte balances. Signs of dehydration include headache, feeling faint, intense thirst, fatigue, dark colored urine



TIPS FOR EMPLOYERS

- Have workers rest or stay indoors during the hottest part of the day
- Accommodate different working hours
- Take a shield against the risks of heat stress
- Encourage discussions amongst employees to raise awareness of the effects and warning signs



TIPS FOR WORKERS

- Shift intellectually demanding tasks to the morning and routine tasks for the later in the day
- Avoid physically demanding tasks in the afternoon when the temperature is high energy levels lower
- Take regular breaks
- Maintain open communication with colleagues and management



STAY HEALTHY

- Don't skip your Sohour meal
- Ensure your meals are loaded with high fibre foods and low in saturated fats
- If possible, consume 2 or 3 smaller meals when non-fasting to avoid the effects of hyperglycaemia
- Eat complex carbohydrates at the start of the day
- Drink 3 litres of water between Iftar and Sohour to decrease the risk of dehydration

Table (2) Health Tips for Employees / Workers

DRIVERS FIT TO WORK

Once drivers return to work after being on vacation, it is important that they do not resume driving immediately. They need to go through a full day of back to work orientation. This day should include the following steps:

- Review Ramadan Driver safety material from previous week (Phase 2)
- Have a quick medical check with a doctor
- Drink a lot of water between Iftar and Suhur (not coffee/tea)
- Eat healthy food, low sugar/salt, high protein between Iftar and Suhur
- Have a long nap to compensate missed sleep.
- Go to bed early ready for second day of shift.

JOURNEY MANAGEMENT - STOPPING FOR BREAKS TO MANAGE FATIGUE

All journeys during Ramadan need to be broken up to 2 hours with a 15-20 minute break. This is to keep the driver alertness at its highest.

Some of the driving risks come from other drivers who are also exhibiting signs of fatigue which often result in dangerous driving, swerving and unpredictable events that drivers must be alert of to avoid accidents. While planning these rest stops, ensure they are at safe locations along the trip-avoiding stopping on the roads themselves. Drivers should pull all the way off the road and place a hazard triangle in front of the stopping place to make sure other drivers see where they stopped.

DRIVING SAFE PRACTICES

During the driving campaign, all driver performance can be monitored and drivers should be encouraged to share ideas about how to drive safer and how they manage to get good sleep or eat well and how to stay healthy can be shared as best practices to help the campaign stay energized and engaging. WhatsApp groups are a fantastic way for drivers to share their ideas.

The following safety practices are recommended:

- During Crew changes, please emphasis bus rental company or company itself to have 2 drivers for these trips,
- Max Driving hours a day = 7 hours
- Scheduled Stop Points = 15-20 minutes every 2 hrs of driving
- Individual trips > 5 hours (Passenger/back-up Driver is required)
- Cut Off Time of unnecessary trips 16:00 hrs. In the case of necessity for the duration between 4 pm to 6 pm, it is a very dangerous time to drive at this time and need proper assessment for (Driver / Vehicle / Road) to approve this trip. It's not allowed to drive during the night except with the driving permit/approval and the proper assessment (adherence to the instructions of the EGPC in regards).

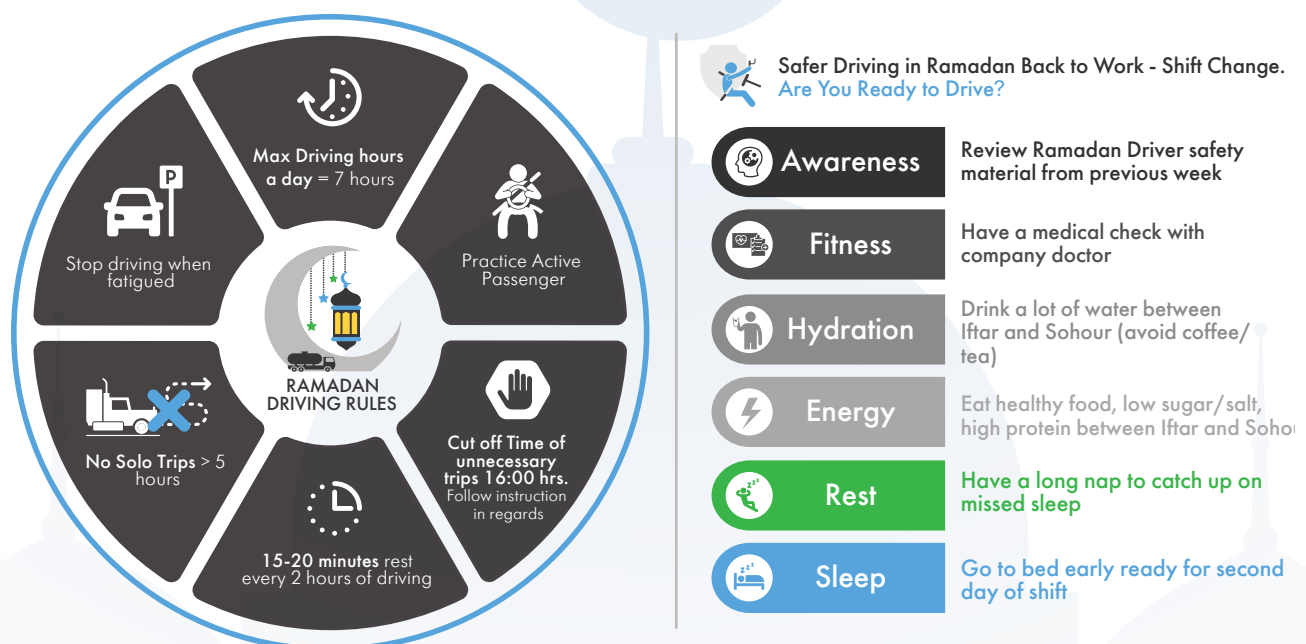


Chart (4) Ramadan Driver Safety Card / Shift Change

PHASE 4: (DAY 25TH – 30TH OF RAMADAN)

Phase 4 dates from 19th of May until 23rd May towards the end of the holy month, where the weather is getting warmer resulting in heat stress, dehydration and fatigue/exhaustion.

WHAT IS HEAT STRESS?

It occurs when the body's temperature regulation fails and body temperature rises to critical levels. A medical emergency can lead to death. It may lead to heat exhaustion, which is a result of the combination of excessive heat and dehydration.

HEAT STRESS IS CAUSED BY COMBINATIONS OF ...

- High temperature and/or humidity
- Direct sun or heat
- Limited air movement (below 36°C only)
- Physical Exertion
- Medical Illness or physical condition
- Lack of Acclimatization for workers in hot workplaces
- Some Medicines

HEAT STRESS PREVENTION:

- Reduce the potential for developing a heat related illness with engineering controls
 - Ventilation
 - Shading / Shielding
 - Air Conditioning
- Re-locating employees from hot areas to cooler areas.
- Rest breaks in cool area.
- Performing most of the job during the coolest part of the day.
- Reducing the workload of the task.
- Drink a lot of water between Iftar & Sohour time.
- Gradual conditioning of employees over multiple days.



PHASE 5: (EID AL FITR)

Phase 5 dates from 24th of May until 30th May during Eid Al Fitr, Everyone takes time off from work. Do not go out for public walks or family visits due to Corona pandemic, gatherings should be avoided, stay at home, Don't go out except for necessity and follow all of the Prime Minister and Ministry of Health instructions.

Completing any task while distracted puts you and those working around you at risk. Losing focus for even a moment could result in anything from a dropped object, slip or trip, or even a life-saving rule violation.

Here are some safety precautions to avoid incidents during the Eid holiday:

- Check the traffic news for the road condition and weather forecast.
- Do not respond to greeting messages on mobile phone while driving.
- Ensure that all emergency equipment available in the vehicle and inspected before starting your trip.
- Avoid eating contaminated, exposed, prepared foods in unhealthy ways or junk foods
- Journey management plan should be followed

STAYING FOCUS DURING EID AL FITR:

- Plan the Work, Work the Plan: having a plan in place will give you a mental checklist to follow during each task.
- Be prepared: have all PPE, tools and materials on hand prior to starting your task.
- Get back to the basics: Don't lose sight of safety when completing routine tasks. Use handrails, wear PPE, identify line of fire hazards and communicate with workers in your area.
- Ditch distractions: take the time to eliminate potential distractions and eliminate them prior to starting work.
- Take your time: when focusing our attention on just getting the task done we lose focus on what matters most our safety.
- Take breaks: Take a moment to step away from your task, re-hydrate and re-focus.
- Be aware of your surroundings: Pay attention to the changes happening around you. Reassess the work area for changes after breaks and throughout the task.
- Green Hand / New Employees: Keep monitoring all your new employees during their daily tasks. Make sure the employee's supervisor is not scheduled off / vacation.

It takes constant effort to stay focused, but your vacation / days off will be much more enjoyable if you are injury free!



What do you need to focus on?



Bypassing Safety Controls



Confined Space



Driving



Energy Isolation



Hot Work



Line of Fire



Safe Mechanical Lifting



Work Authorization



Working at Height

COVID-19 PRECAUTIONS DURING RAMADAN

COVID-19 pandemic brings challenges to those fasting during the month of Ramadan 2020. Do not hesitate to break your fast if you felt sick or fatigue after consulting your doctor.



DO'S

- 1 Keep your self hydrated, drink lots of water after Iftar and before Sohour.
- 2 Have Iftar and Sohour with immediate family members who already live with you. Maintain social distancing.
- 3 Choose healthy foods full of vitamins and immunity boosters for Iftar and Sohour.
- 4 Use hands free greetings, Wash your hands frequently with soap and water for 20 seconds using the 6 steps for proper hand washing.
- 5 Make sure you are getting enough sleep as sleep deprivation lowers the body's immunity system.
- 6 Use your private ride .
- 7 Make sure you and your family are Practicing social distancing

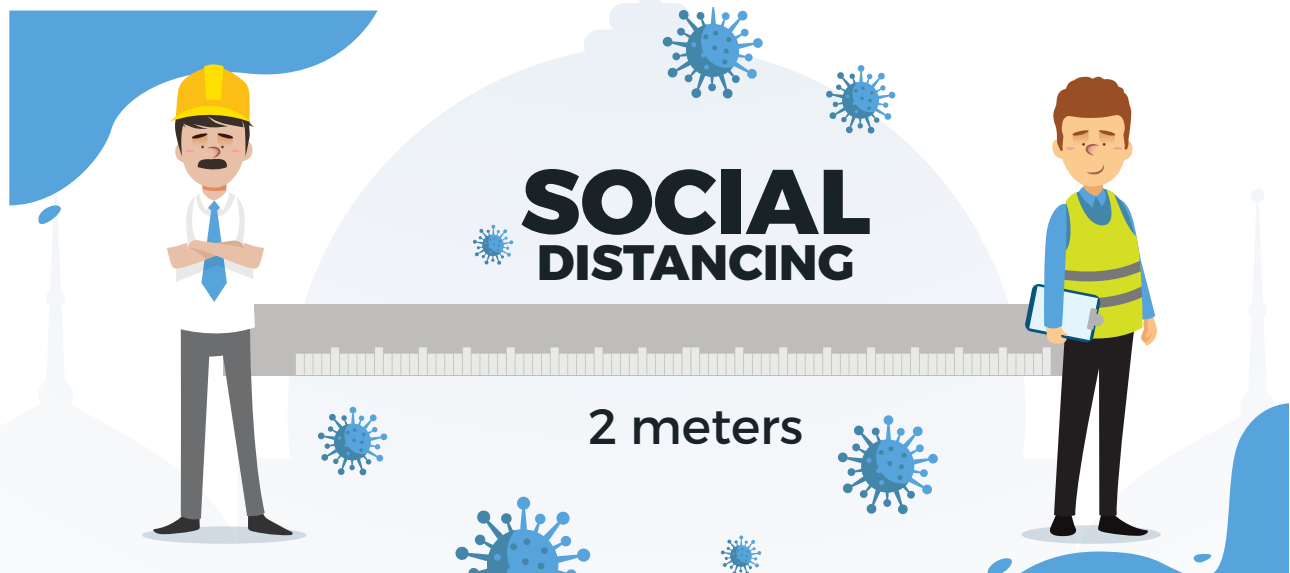


DON'TS

- 1 Visit the elderly as they are the most high risk to infection.
- 2 Go to large gatherings for Iftar or Suhour or invite people over.
- 3 Go to the supermarket to buy groceries without a cloth mask as supermarkets will be crowded. CDC's recommendations on cloth masks.
- 4 Take public transportation
- 5 Contribute in mercy tables this year, distribute food packages or cash donations instead.
- 6 Be in highly popular events e.g. football tournaments and other athletics gatherings.

SOCIAL DISTANCING:

Social distancing is a term applied to non-pharmaceutical infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease. The objective of social distancing is to reduce the probability of contact between persons carrying an infection, and others who are not infected, to minimize disease transmission, morbidity and mortality.



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