



KOTIBA HSSE Policy

Health, Safety, Security & Environment Policy

Effective Date: [Insert Date]

Review Cycle: Annually

Approved By: [Station Manager]

1. POLICY STATEMENT

At **KOTIBA Petrol Station**, we are committed to conducting our operations in a manner that safeguards the **health and safety** of our employees, customers, contractors, and the general public, ensures **security** of our assets and personnel, and **protects the environment** from any adverse impacts related to our activities.

We recognize our responsibility to operate in compliance with all applicable national and local laws, regulations, and industry best practices. Our objective is **zero harm, zero incidents**, and continuous improvement in all aspects of **HSSE performance**.

2. SCOPE OF THE POLICY

This HSSE Policy applies to:

- All KOTIBA Petrol Station staff (permanent, temporary, and part-time)
 - Contractors, suppliers, and service providers operating on-site
 - Visitors and customers while on the premises
 - All site operations including fuel dispensing, fuel deliveries, storage tank operations, customer service, maintenance, and housekeeping
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3. HEALTH POLICY

We are committed to:

- Ensuring a safe and healthy working environment
- Preventing occupational illnesses and injuries
- Promoting personal hygiene and well-being

Key Measures:

- All staff must undergo pre-employment medical fitness checks and periodic health screenings.
 - Availability of First Aid kits and trained First Aiders on-site at all times.
 - Immediate reporting and investigation of all injuries and illnesses.
 - Provision of clean drinking water and hygienic restrooms.
 - COVID-19 and infectious disease protocols (as per health authorities) must be followed.
 - PPE (Personal Protective Equipment) must be used where applicable (gloves, boots, uniforms, masks, etc.).
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4. SAFETY POLICY

We will provide and maintain safe systems of work and a safe environment to prevent injuries, fires, explosions, and other incidents.

Key Safety Commitments:

- No smoking anywhere near fuel dispensers or storage tanks.
- Fire extinguishers must be strategically placed, regularly inspected, and accessible.
- Emergency shut-off switches must be functional and accessible.
- Proper signage and safety instructions must be visible at all times.
- Only trained staff may operate fuel dispensing equipment.
- Fuel tanks and lines must be inspected for leaks regularly.
- Vehicle engines must be turned off during refueling.
- Staff must not use mobile phones near pumps.

5. SECURITY POLICY

We recognize the importance of security in safeguarding our employees, customers, infrastructure, and fuel inventory.

Security Measures:

- Surveillance through CCTV covering critical areas including dispensers, entrance/exit, and cash register.
- Adequate lighting throughout the station, especially during night shifts.
- Secure cash handling and storage procedures.
- Staff are trained to identify and respond to suspicious behavior.
- Emergency contact numbers (police, fire, medical) are visibly posted.
- Restricted access to fuel storage and equipment areas.

6. ENVIRONMENTAL POLICY

We are committed to minimizing our environmental footprint and preventing pollution.

Environmental Practices:

- Regular inspection and maintenance of underground storage tanks (USTs) to prevent leaks.
 - Spill kits and absorbents must be available and used immediately for any spills.
 - Proper disposal of used oils, filters, and other hazardous waste via licensed waste contractors.
 - Water used in cleaning should not be contaminated with fuel or oil before being discharged.
 - Prevent fuel overfills during delivery – follow proper tank gauging procedures.
 - Promote awareness of environmental responsibilities among staff.
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7. EMERGENCY RESPONSE PLAN (ERP)

KOTIBA Petrol Station maintains a clear and practiced **Emergency Response Plan** to address:

- Fuel spills and leaks
- Fire or explosion
- Medical emergencies
- Security incidents (e.g., robbery, threats)

Emergency Procedures:

- Staff must be trained in emergency response procedures annually.
 - Conduct regular drills (fire drills, spill response).
 - Ensure all staff know how to use fire extinguishers, spill kits, and emergency shut-off systems.
 - Clear evacuation routes and muster points must be identified and maintained.
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8. TRAINING & AWARENESS

All employees must:

- Receive HSSE induction training upon employment
 - Participate in periodic refresher training
 - Be evaluated on their understanding of HSSE practices
 - Engage in toolbox talks and safety briefings regularly
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9. RESPONSIBILITIES

Station Manager/Owner:

- Ensure implementation and enforcement of HSSE policies
- Allocate resources for HSSE equipment and training
- Lead incident investigations and ensure corrective actions

HSSE Officer (or Delegate):

- Monitor compliance and report HSSE performance
- Conduct inspections and audits
- Liaise with authorities and emergency responders

All Employees:

- Follow all HSSE procedures and policies
 - Report unsafe conditions or incidents immediately
 - Participate actively in safety meetings and training
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10. INCIDENT REPORTING & INVESTIGATION

All incidents, near misses, unsafe acts, or unsafe conditions must be:

- Reported immediately to the Supervisor or Manager
 - Logged in the Incident Register
 - Investigated to determine root causes
 - Followed up with corrective and preventive actions
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11. COMPLIANCE AND LEGAL REQUIREMENTS

KOTIBA Petrol Station shall:

- Adhere to all applicable national petroleum safety, environmental, and labor laws
 - Maintain required licenses, permits, and documentation
 - Cooperate fully with inspections from government authorities
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12. CONTINUOUS IMPROVEMENT

We strive for continuous improvement by:

- Setting HSSE objectives and key performance indicators (KPIs)
- Conducting periodic audits and management reviews
- Engaging employees in identifying and solving HSSE issues
- Learning from incidents and implementing preventive measures

13. COMMUNICATION OF THE POLICY

This HSSE Policy shall be:

- Displayed publicly at the station
- Communicated to all staff, contractors, and visitors
- Available in the local language as well as English
- Reviewed and updated annually or following major incidents/changes

14. SIGN-OFF

This policy has been reviewed and approved by:

Name: _____

Position: Station Manager/Owner

Signature: _____

Date: _____

Optional Appendices (You can add these if needed):

- Appendix A: PPE Requirements by Role
- Appendix B: Emergency Contact List
- Appendix C: Spill Response Flowchart
- Appendix D: Daily HSSE Checklist Template

Appendix A: PPE Requirements by Role

Role	PPE Required
Fuel Attendant	- Safety boots - Flame-retardant uniform - Safety gloves - Face mask - High-visibility vest
Maintenance Staff	- Safety boots - Coveralls - Gloves - Safety goggles

	- Hearing protection (if using power tools)
Delivery Driver	- Safety boots - Reflective vest - Gloves - Mask (during offloading/fueling)
HSSE Officer	- Safety boots - High-visibility vest - Gloves (as needed) - Mask (as needed)
Cashier	- Uniform - Face mask (as needed)
Cleaner	- Rubber gloves - Safety boots - Face mask
Visitor (including contractors)	- Safety vest - Mask (if in hazardous area) - Closed shoes - Safety helmet (as required)

Appendix B: Emergency Contact List

To be displayed prominently at the station.

Emergency Service	Contact Number	Remarks
Police (Local Station)	[Insert Number]	For theft, robbery, or violence
Fire Department	[Insert Number]	For fire or explosion
Ambulance/Medical	[Insert Number]	For injuries or medical emergencies
Station Manager	[Insert Name & Number]	On-call for all emergencies
HSSE Officer	[Insert Name & Number]	Primary responder for HSSE matters
Fuel Supplier Emergency	[Insert Number]	For fuel delivery or spill issues
Utility Provider (Gas/Power)	[Insert Number]	In case of utility-related risks

Appendix C: Spill Response Flowchart

SPILL OCCURS (Fuel or Oil)



IMMEDIATELY STOP DISPENSING OPERATIONS



ACTIVATE EMERGENCY SHUT-OFF SWITCH



ISOLATE AREA AND PREVENT ACCESS (Use cones/signs)



WEAR PPE (Gloves, mask, boots)



CONTAIN SPILL USING SPILL KIT

- Use absorbent pads or granules
- Place containment booms around affected area



CLEAN UP & SECURE WASTE

- Place waste in designated hazardous material bags/containers




REPORT TO MANAGER / HSSE OFFICER



LOG INCIDENT IN SPILL REGISTER



REPLENISH USED SPILL KIT MATERIALS

 **Note:** If the spill is too large or uncontrollable, **evacuate the area** and **call the Fire Department immediately.**

 **Appendix D: Daily HSSE Checklist Template**

KOTIBA Petrol Station – Daily HSSE Inspection Checklist

To be completed by Shift Supervisor or HSSE Officer

Item	Yes	No	Remarks/Action Required
Fuel dispensers are in good condition			
No signs of fuel leaks or spills			
Fire extinguishers are in place and tagged			
Emergency shut-off switch is operational			
PPE worn by all staff as per requirement			
Spill kit available and fully stocked			
First aid kit available and stocked			
Restrooms and drinking water are clean			
CCTV system is functional			
Station area is clean and free of obstructions			
Proper signage visible and not damaged			
Lighting (especially exterior) is adequate			
Hazardous waste properly stored/disposed			
Toolbox talk held at beginning of shift			
Any incidents or near misses reported today?			

Completed by: _____

Date: _____

Signature: _____