

Occupational Health and Safety Policy

Reference Number: GR-PR-04

Version: 2.0

Date: 2026-08

Prepared by: Quality Manager

Approved by: General Manager

To provide a safe working environment for inspectors during metrological verification activities at fuel stations, minimizing potential risks to personnel, equipment, and the surrounding environment, and ensuring that no safety-related procedure affects the completion of the verification process or the accuracy of its results.

Applies to all inspectors, employees, and contractors during field and office activities, and to all fuel station locations where the organization's activities are carried out.

Obligations before starting work:

- Secure the work area and place safety cones before commencing any activity.
- Ensure the vehicle engine is switched off and prevent vehicles from entering the lane being inspected.
- Wear all personal protective equipment (PPE) (gloves, safety shoes, reflective vest, and safety goggles when necessary).
- Ensure PPE is issued and recorded on the inventory form, and that it is in good working order before use.
- Verify that the work area is free of ignition sources and ensure a working fire extinguisher is available.

Obligations during execution:

- Maintain the safety of the inspector, station personnel, and the surrounding environment, and keep them away from sources of harm.
- Avoid any interference that could affect the vehicle being inspected, and protect the sensitive equipment inside.

PHONE

+966 55 356 5032

EMAIL

greenroadsksa@gmail.com

Website

greenroads.sa

ADDRESS

Prince Saud bin Abdullah bin Jalawi, Al-Qairawan, Riyadh



Occupational Health and Safety Policy

- Use reference standards (beakers) according to their instructions, and hold the device securely during measurement.
- Empty the beakers of fuel after completion and return them to their designated location.
- Do not use a mobile phone or any unsecured device within the danger zone.
- Complete all steps of the verification process without omission, as any missed step negatively impacts the accuracy and validity of the results.
- Adhere to the complete execution of all steps each time, which is beneficial for training new inspectors and ensuring their work is not incomplete.

Post-Completion Obligations:

- Return the route to service after verifying that all decanter valves are closed and the connections are secure.
- Remove safety cones and any obstructions after the process is complete.
- Ensure there are no fuel spills and report any immediately.
- Return equipment and protective gear and settle any outstanding obligations.

Responsibilities:

All parties involved are obligated to comply with safety requirements. The Technical Manager is responsible for monitoring inspectors' compliance, ensuring the proper use of personal protective equipment, and halting any unsafe activity. The Quality Manager documents incidents and near-incidents, incorporating them into the risk analysis and management review input. Inspectors adhere to safety instructions, utilize the checklist before, during, and after each operation, and report any hazards immediately.

Emergency Procedures:

- In case of an immediate hazard: The inspection is immediately halted, the site is evacuated, and the station supervisor and Technical Manager are notified.

PHONE

+966 55 356 5032

EMAIL

greenroadsksa@gmail.com

Website

greenroads.sa

ADDRESS

Prince Saud bin Abdullah bin Jalawi, Al-Qairawan, Riyadh



Occupational Health and Safety Policy

- In case of a spill or fire: The station's emergency plan is followed, and the Civil Defense is notified if necessary.
- In case of injury: First aid is administered, the injured person is transported to a medical facility, and the incident is recorded within 24 hours.
- Every incident or near-incident is documented in the incident log, its root cause is analyzed, and preventative measures are implemented.
- An activity suspended for safety reasons may only resume with the Technical Manager's approval after the reason for the suspension has been resolved.



PHONE

+966 55 356 5032

EMAIL

greenroadsksa@gmail.com

Website

greenroads.sa

ADDRESS

Prince Saud bin Abdullah bin Jalawi, Al-Qairawan, Riyadh

