

**Lotte Chemical Pakistan Limited  
Port Qasim**

<b>PROCEDURE NO.</b>	<b>HSE&amp;S Procedure No. 7.01-01</b>	<b>Page 1 of 6</b>
<b>TITLE</b>	<b>Travel Safety</b>	
<b>WRITTEN BY</b>	<b>Khurram Qureshi</b>	<b>Date: 29 August 2001</b>
<b>REVISED BY</b>	<b>Syed Rizwan Ahmed</b>	<b>Date: June 2020</b>
<b>REVIEWED BY</b>	<b>Ashiq Ali Tariq N. Virk Muhammad Talha Khan Raja WaheedUllah Khan</b>	<b>Date: July 2020 Date: July 2020 Date: July 2020 Date July 2020</b>
<b>APPROVED BY</b>	<b>Humair Ijaz</b>	<b>Date: July 2020</b>
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Changes w.r.t organizations & designations

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## 1. PURPOSE

To provide guidance to Managers who authorize others to travel on Company Business and to those Managers who are required to travel on Company Business by road and air.

## 2. SCOPE

This Procedure applies to all Lotte Chemical Pakistan Limited (LCPL) personnel who are traveling by road, air or rail on Company business. It also applies to the hired and self-driven transport. The procedures contain requirements over and above those placed on drivers by local road traffic legislation. The procedure excludes specialized maintenance and service vehicle, such as cranes and forklift trucks.

## 3. DEFINITIONS

- 3.1 **Vehicle Accident:** Damage however slight sustained by the vehicle and does not imply injury to the driver or occupants.
- 3.2 **Driver:** Is any LCPL or Contractor employee who drives on Company business.
- 3.3 **Defensive Driving:** Comprises the behavioral and physical skills required to drive in a manner that eliminates preventable accidents in spite of the actions of others.
- 3.4 **Vehicle:** Is a vehicle that is Company owned, leased, hired or authorized for use on Company Business.
- 3.5 **Business:** Means arising out of, or in the course of conducting business for LCPL.

## 4. REQUIREMENTS

### 4.1 DRIVING SAFETY

- 4.1.1 All persons who drive on company business shall hold a current driving license, have appropriate insurance and be held accountable for their driving performance.
- 4.1.2 All personnel shall drive in a safe and lawful manner and comply fully with the road traffic legislation in force at the time, including the wearing of seat belts.
- 4.1.3 All personnel shall report any accidents and driving related penalties to their supervising Managers so that their acceptability to drive on company business can be monitored and reviewed.
- 4.1.4 The Administration Manager shall have in place a program for improving the safety performance of personnel who drive on company business including a

system to identify high-risk drivers and encourage defensive driving.

- 4.1.5 Personnel shall not drive on Company business or whilst attending company functions while their mental judgment and /or physical ability is impaired by driver fatigue, illness or by the use of medicines / alcohol / drugs.
- 4.1.6 The Administration Manager shall ensure that safety equipment (fire extinguishers and first-aid boxes) and standards required for all vehicles provided for travel on company business shall be specified. All vehicles shall be maintained and serviced in accordance with the manufacturers recommended frequency.
- 4.1.7 The Administration Manager shall ensure that self-driven, chauffeur driven and bus hire companies are approved. Contractual terms agreed shall include setting and monitoring of standards relating to vehicle safety and driver training requirements.
- 4.1.8 All vehicle accidents/incidents shall be reported and investigated.
- 4.1.9 The Administration Manager shall ensure that [standing work instructions](#) on mobile phones and driving is communicated to all employees using mobile phones.
- 4.1.10 All employees who drive on Company business shall be authorized by Administration Manager as per Appendix-1.
- 4.1.11 The guidance to safe driving practice is attached as Appendix-2.

## **4.2 AIR / RAIL TRAVEL SAFETY**

- 4.2.1 All travel by air on Company business shall be authorized by the Chief Executive / [General Manager HR & IT](#). The Chief Executive / [General Manager HR & IT](#), as part of their authorization process, shall ensure that travelers do not have excessive travel demands which may create hazardous conditions, and shall decide on the number of people who may travel together if group travel is involved. If a group forms a significant proportion of the total particular expertise or management skill available within the company, they should not all travel on the same aircraft.
- 4.2.2 Travel should be avoided if reasonably practicable by the use of appropriate communication facilities i.e. telephone / video conferencing.
- 4.2.3 Account shall be taken of the hazards associated with proposed journeys and of the need to avoid overzealous schedules that could give rise to increased risks due to fatigue, stress or jet lag.
- 4.2.4 Travel plans shall be known on “need to know” basis and will not be publicised.
- 4.2.5 All travel activities shall comply with local Pakistan legislation.

- 4.2.6 Managers who are required to recommend travel on Company business shall discuss proposed itineraries with travellers to ensure that the above principles have been taken into account.
- 4.2.7 The preferred choice for air travel is by scheduled flights of IATA airlines in fixed wing aircraft with two pilots and two or more engines. If this is not possible then the next choice should be scheduled flights of commuter airlines in fixed wing aircraft with two pilots and two engines.
- 4.2.8 Travel by air charter should be the subject of specific local management review and authorization after due consideration of the risks involved: See Appendix-3.
- 4.2.9 Helicopters pose additional safety risks and should only be used where no suitable alternatives exist. Requirements outlined in 4.2.7 and 4.2.8 with respect to choice of carrier and pilots should apply as minimums. In the case of helicopter use for emergency response, discussions should be held in advance with the emergency service provider to ensure that the company being used is approved by IATA.
- 4.2.10 Personnel travelling on Company business shall familiarize themselves with the emergency procedures associated with their mode of travel or when staying in hotels or other accommodation (see attached Appendix-54). In particular they shall take note of:
- a) Flight safety briefings.
  - b) Rail emergency procedures especially alarm points and escape routes.
  - c) Hotel alarms and emergency escape routes
- 4.2.11 The Administration Manager in conjunction with the Occupational Health Physician shall ensure that there are facilities for the provision of health advice for travelers including relevant inoculations, health risks and health requirements on visa applications and the following are met:
- a) Guidance for Immunization and Anti-Malarial requirements.
  - b) Provision of Travel Packs. According to Document No. OHGP-004D a travel pack should have,
    - 1- Anti-Diarrhea
    - 2- Hydrocortisone Cream 1%
    - 3- Antiseptic Cream.
    - 4- Antacid Tablets.
    - 5- Adhesive Plasters
    - 6- Minor Analgesic e.g. Paracetamol
    - 7- Antiseptic Skin Wipe
    - 8- Oral Rehydration Salts

- 4.2.12 All personnel travelling overseas shall consult the Occupational Health Physician prior to travel to ensure that they have up to date information on countries which pose a health risk.
- 4.2.13 Before overseas travel to countries which pose a security risk, authorizing managers shall consult with Company Security Functions. To ensure there is no security risk involved in the journey. Personnel travelling shall familiarize themselves with any HSE information and local customs and practices prior to departure. Authorizing managers shall ensure that traveler to foreign countries are informed about RCMS7.01-01 which is available as part of RCMS Database available on all Managers PC's. This information note contains comprehensive information on Safety, Health and Security for travelers on Company Business. HR department provides Travel & Medical Assistance to all travelers (abroad).
- 4.2.14 Managers authorising travel on Company business shall ensure that travellers are not carrying hazardous substances unless packaged and labelled in accordance with appropriate classification, packaging and labelling regulations (RCMS 11.06-01 [HSE Classification, Labelling and Documentation for Distribution](#)) and IATA rules. Carrying samples should be avoided unless there are no other alternatives.
- 4.2.15 The Technical Manager shall advise on Section 4.2.14 requirements.
- 4.2.16 Air travellers shall familiarise themselves with Ref 7.3 prior to travelling. It is advised that travellers should not leave their belongings unattended, neither should they help un-known passengers by carrying their luggage with their owns.
- 4.2.17 Before traveling by air, every member of staff shall ensure they have the necessary insurance cover.
- 4.2.18 Travelers shall allow adequate time for getting to and from airports, particularly by road. Car driving shall normally be avoided after flights of more than 3500 miles, or those that cross four or more time zones, until adequate rest has been taken.
- 4.2.19 All personnel travelling on company business shall report any HSE incident that occurs during the trip as early as practicable.
- 4.2.20 Before undertaking any journey, Admin & Security function shall be contacted for the latest travel advisory.

## **5. COMMUNICATION & TRAINING**

- 6.1 This procedure shall be communicated to all Management and Supervisory staff of the Plant.

**6. DOCUMENTATION**

- 7.1 Record of accidents, dangerous occurrences, environmental, occupational illness and subsequent reports should be retained involved with travel.
- 7.2 Appendix-1 Driver Authorization Form
- 7.3 Appendix-2 Guidance of Safe Driving Practice
- 7.4 Appendix-3 Guidelines for Using Air Charter
- 7.5 Appendix-4 Tips for the Safe Hotel Stay

**7. REFERENCES**

- 8.1 RCMS 3.01-01 Reporting HSE&S Information

**8. AMENDMENTS**

This is the [fifth](#) revision.