

**Lotte Chemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S Procedure7.15.02	Page 1 of 5
TITLE	Control of Epidemic/ Pandemic Disease	
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1. PURPOSE

The purpose of this procedure is to define precautions, prevention and control measures at plant Site in case of any Epidemic/ Pandemic erupt in Province of Sindh / National Level deemed necessary to ensure Health and Safety of all LCPL Personnel working at Site during Pandemic.

2. SCOPE

This procedure shall apply to LCPL plant Site and city office.

3. DEFINITIONS

3.1 Epidemic:

A wide spread occurrence of an infectious disease in a community at a particular time.

3.2 Pandemic:

Prevalent of Disease to whole Country or World.

The rapid spread of a transmissible infectious / communicable disease in the country or worldwide.

3.3 Site

In the context of this procedure, Site is taken to mean the LCPL Manufacturing site, the Raw water Pumping Station, and the adjacent 50 Acre Plot and city office.

4. REQUIREMENTS

4.1 General Manager HR&IT shall be responsible to

- define working protocols of LCPL Employees either to stay at plant or work from home after discussion with relevant Heads of Department to ensure minimum exposure of human to human interaction.
- have and share the updated information from Chief Minister house or Deputy Commissioner Office Sindh through General Affairs and Security Manager relevant to pandemic control.
- keepup to date record of all affected Employee through Occupational Health physician and Manager General Affairs.
- theimplementationof all Site protocols of disinfection, sanitization defined in the pandemic SOP.
- the implementation of Travel Safety protocols fined an approved SOP.

- Develop an effective smart communication channel with plant management and crisis team members on social media to update day to day administrative developments through HR&IT Manager.
- liaison with Plant management and Commercial team to support in Product dispatch transportation for timely delivery of the product to customers through General Affairs and Security Manager.
- review the dining facility of employees and contractors at Site to implement minimum pandemic spread.
- review marking and sign posting all at Site buildings especially, OCRB, DCS control rooms and Permit to Work room for effective communication of safe distance during the pandemic.
- implementation of approved pandemic SOP at City office through General Affairs and Security manager.
- Company Physician will be responsible to guide and educate employees about the pandemic and issue Health Bulletins as and when required.

4.2 General Manager Manufacturing shall be responsible to

- review plant operating rates in consultation with Head of Departments and Commercial Manger as per product demand.
- ensure smooth plant operation with minimum manpower required (Shift and General Shift staff) to minimize human interaction exposure.
- Ensure minimum face to face meeting at Site and instruct plant teams to have minimum visitors and guests visit the manufacturing Site during the pandemic.

4.3 Production Manager shall be responsible to

- format shift operation teams in a way that they keep on available during all times of pandemic by shift rotation.
- review the effectiveness of the implementation of pandemic SOP so that critical shift personnel to staff remain safe.
- ensure minimum human exposure and interaction with proper use of mandatory PPE's in case of plant Start ups/ Emergencies.
- shift handover meetings could be conducted remotely through electronic media.
- shift team might follow 12 hours rotation.

4.4 Technical Manager shall be responsible to

- format shift operation teams in laboratory in a way that they keep on available during all time of pandemic by shift rotation through Process Development and Laboratory Manger.

- review effectiveness of the implementation of pandemic SOP so that critical shift personnel to staff remain safe in laboratory.
- ensure cleaning and sanitizing of commonly shared equipment and areas.
- ensure that laboratory staff may opt to disinfect all surfaces at the beginning of the shift rotation.

4.5 Engineering Manager shall be responsible to

- format shift operation teams in Engineering Department in a way that they keep on available during all time of pandemic by shift rotation through Maintenance and Workshop Manger & E&I Manager.
- review effectiveness of the implementation of pandemic SOP so that critical shift personnel to staff remain safe.
- avoid execution of multiple tasks at the same time; plan all maintenance activities in coordination with area owners to execute on Site by assuring minimum human to human exposure.
- provide necessary support in the execution of all routine maintenance during smooth running of plant and execute all outage activities during plant shut down during pandemic.
- restriction on the use of communal tools and areas, regular sanitization of equipment along with periodic deep cleans of workplaces.

4.6 HSE & Technical Training Manger shall be responsible to

- develop a comprehensive Work Instruction SOP(Standard Operating Procedure) and approve it by relevant Head of Department and Functional heads on the business level to define all control measures, precautions and prevention methods specifically for all staff working inside LCPL Site during Pandemic or Epidemic eruption. See Appendix 1 for sample of SOP.
- auditing of effective implementation of the pendamic SOP at work Site through Safety Officers and SUSA auditors, Shift Team managers.
- maintain all mandatory PPE's at Site relevant to pandemic defined in SOP.
- arrange refresher session for all staff to effective communication of approved pandemic SOP.
- issue Safety Bulletins related to pandemic.
- coordinate with outside professionals to keep abreast of the changes and to prepare and implement an effective response.

4.7 Commercial Manager shall be responsible to

- review product demand in liaison with customer feedback as per market requirement.
- review feedstock inventories and update business management of any bottleneck of raw material supply or arrange alternatives.

4.8 All Contract Managers shall ensure that approved pandemic SOP is implemented and followed in full spirit through contractor supervisor.

4.9 All Contract Managers shall carry out Tool Box Talks with their relevant contractor's employees and ensure that their employees must wear required PPEs during working hours and travel. They should also carry out disinfection activities of their relevant areas located at the plant site.

5. COMMUNICATION AND TRAINING

The requirements of this procedure shall be communicated to all LCPL Staff on the business level.

6. DOCUMENTATION

6.1 Appendix-1 Sample of Pandemic SOP Contents

6.2 Appendix-2 Standard Operating Work Instruction of COVID-19

6.3 Appendix -3 Pandemic Infected Employee and Contractor Register

7. AMMENDMENTS

This is the first revision.